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UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN



Code on Campus Affairs and Regulations Applying to All Students

AUGUST 1982

The policy of the University of Illinois is to comply fully with applicable federal and state nondiscrimination and equal opportunity laws, orders, and regulations. The University of Illinois will not discriminate in its programs and activities against any person because of race, color, national origin, religion, age, sex, handicap, or status as disabled veteran or veteran of the Vietnam era. This nondiscrimination policy applies to admissions, employment, and access to and treatment in University programs and activities.

Executive Vice-President Ronald W. Brady has been designated as the equal opportunity officer for the University of Illinois. For additional information on the equal opportunity and affirmative action policies of the University, please contact on the Urbana-Champaign campus: William A. Savage, assistant chancellor and director of affirmative action, 107 Coble Hall, 801 South Wright Street, Champaign, IL 61820 (217) 333-0574.

This booklet is published prior to each fall semester registration and is available without charge to each student and interested staff member. Copies may be obtained at the Office of Admissions and Records at 177 Administration Building, the Student Assistance Center at the Fred H. Turner Student Services Building, the ID Station in the Armory (during on-campus registration), and the Post-Registration Service Center in the Illini Union.

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CODE ON CAMPUS AFFAIRS

On September 30, 1971, the Chancellor approved a *Statement on Individual Rights* which was developed by the Conference on Conduct Governance. The Chancellor's letter of transmittal to the President of the University of Illinois is included below with the *Statement*, since the understandings upon which approval was based are explicitly stated in this letter.

Office of the Chancellor
112 English Building
September 7, 1971

President John E. Corbally Jr.
364 Administration Building

Dear President Corbally:

I am pleased to transmit to you the *Statement on Individual Rights* as developed by the Conference on Conduct Governance and the Office of the Chancellor at Urbana-Champaign. It is my intention that this *Statement on Individual Rights* shall serve to provide guidelines for the formulation, review, and adoption of standards of conduct by the Conference on Conduct Governance and the Office of the Chancellor. As a set of guidelines, the *Statement* shall be subject to the same process of review and change in the light of experience as all other standards for which the Conference has responsibility.

It must be clearly understood that the adoption of this *Statement* cannot be construed as in any way superseding or otherwise affecting existing statements of policy issued by the President or enacted by the Board of Trustees, nor does its adoption bind the Board or the President to the acceptance of prior restraints upon their responsibility for University policy. Changes in existing standards of conduct will continue to require completion of the normal process of review and action upon each specific standard by the Conference on Conduct Governance and the Office of the Chancellor, as well as by the President and/or Board of Trustees when appropriate.

Cordially,

J. W. PELTASON
Chancellor

STATEMENT ON INDIVIDUAL RIGHTS

I. Preamble

A student at the University of Illinois at the Urbana-Champaign campus is a member of a University community of which all members have at least the rights and responsibilities common to all citizens, free from institutional censorship; affiliation with the University as a student does not diminish the rights or responsibilities held by a student or any other community member as a citizen of larger communities of the state, the nation, and the world.

Any rules or regulations considered necessary to govern the interaction of the members of the University community are intended to reflect values which the community members must share in common if the purpose of the community to advance education and to enhance the educational development of students is to be fulfilled. These values include the freedom to learn, free and open expression within limits

that do not interfere with the rights of others, free and disinterested inquiry, intellectual honesty, sustained and independent search for truth, the exercise of critical judgment, respect for the dignity of others, and personal and institutional openness to constructive change. The following enumeration of rights shall not be construed to deny or disparage others retained by these individuals in their capacity as members of the campus community or as citizens of the community at large.

II. In the Classroom

The professor, in the classroom and in conference, should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection against Improper Disclosure

Information about student views, belief, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

D. Orderly Conduct of Classes

The professor is in charge of the orderly conduct of the class and may exclude a student or a visitor who does not comply with a reasonable request in this regard.

III. Campus Expression

A. Discussion and expression of all views is permitted within the University subject only to requirements for the maintenance of order. Support of any cause by orderly means which are not in violation of law and which do not disrupt the operation of the University nor interfere with the rights of others is permitted.

B. Members and organizations in the University community may invite and hear any persons of their own choosing, subject only to reasonable requirements on time, place, and manner for use of University facilities.

C. The campus press and media are to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content.

D. The right of peaceful protest is recognized within the University community. The University retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.

E. Lawful picketing and other forms of peaceful protest are permitted on University premises except that lawful picketing is permitted only out-of-doors.

IV. Privacy

A. Members of the University community have the same rights of privacy as other

citizens and surrender none of those rights by becoming members of the academic community. These rights of privacy extend to residence hall living. Nothing in University regulations or contracts shall give University officials authority to consent to a search by police or other government officials of offices assigned or living quarters leased to individuals except in response to a properly executed search warrant or search incident to an arrest.

- B. When the University seeks access to an office assigned or living quarters leased to an individual to determine compliance with provisions of applicable multiple dwelling unit laws, ordinances, and regulations or for improvement or repairs, the occupant shall be notified of such action not less than twenty-four hours in advance. There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared and for custodial service.
- C. The University may not conduct or permit a search of an office assigned or living quarters leased to an individual except in response to a properly executed search warrant or search incident to an arrest.
- D. The University shall not regulate the social life of students or their organizations except as such regulations may apply to use of University premises, facilities, or premises approved for student residences. Additional regulations for living units may be made by a democratically constituted student government for the unit.
- E. The University shall not regulate the hours individuals may keep.

V. Student Records

- A. The University and its subdivisions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate. Access to the student's own records and files is guaranteed each individual subject only to reasonable regulation as to time, place, and supervision.
- B. Transcripts of academic records should contain only information about academic status and conditions relating to the student's eligibility for continuing registration on this campus. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the subject involved, except in cases where the student is not competent to grant such consent. In such cases, information will be made available only where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students.
- C. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.
- D. The records and files of individuals no longer at the University shall continue to be subject to the provisions of this document.

VI. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They

should be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or University community.
2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
4. Membership lists are confidential and solely for the use of the organization except that name(s) and address(es) of an agent or agents, and/or officers if any, may be required as a condition of registration.
5. Campus organizations, including those affiliated with an extramural organization, shall not discriminate against a member or prospective member on the basis of race, color, sex, national origin, religion, age, handicap, or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law.

B. Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Students should be allowed to invite and hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities, adequate financial underwriting for costs of services to be provided by the University, adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The University's control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

CHAPTER I

CLASSIFICATION OF ORGANIZATIONS

The following definitions shall apply to all regulations and procedures to those organizations which are authorized under certain conditions to use University facilities and services at Urbana-Champaign.

1. University Organizations

All University colleges, schools, institutes, departments, divisions, and other academic, administrative units, and committees and the Urbana-Champaign Senate and its committees.

2. Campus Boards

Those governing and advisory boards which have been so designated by the Chancellor or the Chancellor's designee.

3. Registered Organizations

Those incorporated and unincorporated student, staff, and faculty organizations which have been registered with the appropriate University office in accordance with Chapter II of these regulations.

4. Related Organizations

Those specifically designated organizations or agencies which relate directly and continually to the University of Illinois and which have been designated as follows by the Board of Trustees or its designee.

- a. *Allied Organizations* — Those organizations directly associated with the University which support specific aspects of the University's program.
- b. *Affiliated Organizations* — Those governmental, professional, and technical organizations or agencies whose activities contribute directly to the University's program.

5. Campus-Community Organizations

Those organizations of which the officers and a majority of the members are faculty, staff, students, or their spouses.

6. Outside Organizations

All other organizations which have not been designated or registered as set forth in the preceding paragraphs.

CHAPTER II

REGISTERED ORGANIZATIONS

It is the policy of the University of Illinois at Urbana-Champaign that "registered organizations" shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations. Registered organizations shall not practice discrimination against a member or prospective member on the basis of race, color, sex, national origin, religion, age, handicap, or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law. The official name of a registered organization shall not be construed or interpreted as denying open membership or prohibiting participation in any program or activity. Each registered organization must sign the Pledge of Nondiscrimination when applying for registered organization status.

Benefits provided by the University of Illinois to registered organizations include, but are not limited to, a) a regular use of University facilities (buildings, grounds, services); b) fund-raising privileges; c) use of the Student Organization Fund; d) use of the services of Office Supply.

Inquiries on registered organizations or this policy should be directed to the Office of Registered Student Organizations, 306 Fred H. Turner Student Services Building.

I. Purpose

Voluntary organizations of students, faculty, and staff are an essential part of a University community. They provide an extension of the educational activities of the University beyond the curricular program. The existence of a diverse group of such organizations is in the best interest of the University and its students. Provision for "Registered Organization" status and its attendant privileges is made to encourage and facilitate the formation and operation of such organizations.

II. Requirements for Registration

To register with the University, organizations must file with the Office of Organizations and Activities a statement of registration which includes:

- A. The name of the organization, which must not include the words "University," "University of Illinois," or any abbreviation thereof except in the form "at the University of Illinois at Urbana-Champaign" which may follow the organization's particular name.
- B. The name(s) of the member(s) of the organization who shall be called "registered agents."
- C. The address(es) and telephone number(s) at which the organization's registered agent(s) can be contacted and to which correspondence or other inquiries concerning the organization may be forwarded.
- D. A statement executed by the registered agent(s) for the organization which declares:
 1. That the registered agent(s) are authorized by the organization to act for it in its relations with the University.
 2. The names, addresses, and telephone numbers of the officers of the organization, and an identification of which officers perform the duties of president and treasurer; or, if no person has been designated to perform such duties, a statement that the registered agent does by this statement assume the responsibilities of such offices.
 3. That membership and all of the officers, including the registered agent(s), are restricted to registered students, faculty, staff, and their spouses.
 4. That there shall be no discrimination against a member or prospective member on the basis of race, color, sex, national origin, religion, age, handicap, or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law.
 5. Whether or not the organization is incorporated, and if so, where.
 6. That constitutions, bylaws, rules and statements of purpose of the organization, and articles of incorporation, if any exist, will be made available to any interested party on request, through the officers, if any, or the registered agent.
 7. That the organization agrees to abide by the regulations governing Registered Organizations. (See Chapters II-IV.)
 8. That the purpose of the organization is not in violation of civil law or University regulations.

III. Annual Renewal of Registration

Each Registered Organization shall file a new statement of registration with the Registrar of Organizations on or before September 15 of each year to maintain its registered status.

IV. Sanctions of Registered Organizations

- A. A Registered Organization may be sanctioned for one or more of the following causes:
 1. Knowingly sponsoring, urging, or engaging in actions by individuals or organizations which violate University rules or regulations.
 2. Knowingly sponsoring, urging, or engaging in actions on campus by individuals or organizations which violate local, State, or Federal law.
 3. Knowingly sponsoring, urging, or engaging in actions which substantially disrupt or interfere with the normal operation of the University or with the

lawful activities of organizations or individuals authorized to use University facilities.

- B. No Registered Organization may be sanctioned except by action of the appropriate University authority after notice and opportunity for hearing in accordance with procedures adopted by the Senate Committee on Student Discipline or the Faculty Advisory Committee.
- C. The sanctions may be one or more of the following: warning; probation for a specified time; suspension of Registered Organization status for a specified time; revocation of Registered Organization status.

V. Organizations Fund

- A. An Organizations Fund shall be operated under the supervision of the campus Office of Business Affairs.
- B. The purpose of the Fund shall be to insure protection of the interests of the State and University in the use of its facilities and to offer a service to organizations.
- C. Regulations regarding operation of the Fund and payments to be made to it are included in Chapter IV.

CHAPTER III

USE OF UNIVERSITY PREMISES AND FACILITIES

All meetings or events utilizing University premises or facilities shall be scheduled in accordance with Section XII-9 of the *Campus Administrative Manual* and this Code. Use of the Assembly Hall, Krannert Center for the Performing Arts, and Allerton House shall be governed by the provisions of this Chapter, except where the special function, designation, and responsibilities of these facilities justify otherwise. (Additional provisions for use of space in the Krannert Center for the Performing Arts are contained in Section X and for the Assembly Hall in Section XI of this Chapter.) It is the intent of these regulations to encourage optimal use of the University's premises and facilities in the furtherance of the University's educational, research, and public service mission without jeopardizing the overall condition or safety of those premises and facilities or its users. It is not the intent, however, that University premises and facilities be used for private gain or non-educational purposes, either by individuals or organizations.

In developing these regulations, no attempt has been made to foresee all potential types of usage which may be requested. Therefore, authority to make exceptions to these regulations is reserved by the Chancellor.

I. Eligibility

Those organizations described in Chapter I of this Code, other than Campus-Community Organizations, Outside Organizations, and individuals, shall be eligible to make use of University premises and facilities on the Urbana-Champaign campus in accordance with the provisions of Section XII-9 of the *Campus Administrative Manual* and these regulations. Campus-Community Organizations, Outside Organizations, and individuals shall be similarly eligible upon a finding by the Office of Space Utilization that the particular event involved is consistent with the rules and regulations referred to above and policies developed by the Committee on the Use of Facilities. (See Section IX.) University permission for the use of premises and facilities by an organization or individual, however, neither implies approval nor disapproval of the purposes of that organization or the events sponsored by that organization.

II. Reservation Procedures

Those seeking use of University premises shall make their requests by completing and filing the form, "Request for Use of University Premises."

- A. Requests from University Organizations, Campus Boards, Registered Organizations, and Related Organizations shall be signed by a registered agent and shall be filed in one of the following offices, depending upon the location of the space requested:
 1. For space in the Illini Union Building, with the Illini Union Reservations Office, 165 Illini Union Building.
 2. For space in University housing, with the student government of the residence through the Housing Division, 200 Clark Hall.
 3. For space in the Assembly Hall, with the Assembly Hall Reservations Office, 101 Assembly Hall.
 4. For space in the Krannert Center for the Performing Arts, with the Krannert Center Director's Office.
 5. For space in Allerton House, with Allerton House.
 6. For all other locations, with the Office of Space Utilization, 237 Davenport House.
- B. Campus-Community Organizations, Outside Organizations, and individuals seeking use of University premises shall file their request at the Office of Space Utilization, 237 Davenport House. Requests from Campus-Community Organizations and Outside Organizations shall be signed by an agent of the organization and/or the appropriate officer; requests from individuals shall be signed by that individual. The Office of Space Utilization shall determine whether or not the proposed use is consistent with the provisions of Section XII-9 of the *Campus Administrative Manual*, these regulations, and the policies developed by the Committee on the Use of Facilities. (See Section IX.) If the proposed use is in accord with these rules, regulations, and policies, the request shall be referred to the appropriate reservations office as outlined in Paragraph II A above. Decisions of the Office of Space Utilization may be appealed to the Committee on the Use of Facilities. (See Section IX.)
- C. In order to allow ample time to accomplish any necessary review and approval procedures, requests should be filed at least one (1) week prior to the event if event approval or special services are required. If specialized stage preparation or production procedures are required, advance filing of one (1) month or more may be required. For activities not requiring advance event approval or special services, requests should be filed at least forty-eight (48) hours prior to the activity to allow for ample processing of request. The reservations office receiving the request shall have the right to refuse requests not submitted within the above time limits if it appears that proper review and clearance procedures cannot be satisfactorily accomplished.
- D. Upon receipt of a request for the use of University premises, the reservations office concerned shall proceed as follows:
 1. Determine whether or not the organization or individual requesting space is eligible to use University premises as requested and has made adequate arrangements regarding the requirements of Section VIII of this Chapter.
 2. Determine whether the specific event involved requires formal approval, and, if so, determine that such approval has been obtained or may be granted.
 3. Determine whether or not the space requested is available and appropriate, and, if not, determine the availability of alternative appropriate facilities.
 4. Make the appropriate reservations and notify applicant accordingly unless

there is a clear showing that provisions 1 and 2 above have not been fulfilled. Refusals to make reservations shall, upon request, be in the form of a written statement which shall include the reasons for the refusals and an indication of the right to appeal the refusal to the Committee on the Use of Facilities. (See Section IX.)

III. The Priority System

A. Priorities for the use of space:

1. Except for space in the Illini Union, Assembly Hall, Krannert Center for the Performing Arts, and Allerton House, the following priorities with respect to reservations of space shall obtain:
 - a. The teaching, research, and public service programs of University Organizations. In general, scheduled instructional usage will take precedence over all other uses.
 - b. Educational, informational, cultural, and recreational programs sponsored by University Organizations, Campus Boards, Registered Organizations, and Related Organizations.
 - c. Approved events sponsored by (in order of priority):
 - (1) Campus-Community Organizations,
 - (2) Outside Organizations, and
 - (3) individuals.
2. In space in the Illini Union, the following priorities with respect to reservations of space shall obtain:
 - a. Functions sponsored by the Illini Union Board.
 - b. Educational, informational, cultural, and recreational programs sponsored by University Organizations, Campus Boards, Registered Organizations, and Related Organizations.
 - c. The teaching, research, and public service programs of University Organizations, including conferences and short courses sponsored by the Office of Continuing Education and Public Service.
 - d. Approved events sponsored by (in order of priority):
 - (1) Campus-Community Organizations,
 - (2) Outside Organizations, and
 - (3) individuals.
3. In space in the Krannert Center for the Performing Arts, see Section X and in space in the Assembly Hall, see Section XI of this Chapter.

B. Operation of the Priority System

1. Reservations will not be accepted more than twenty-four (24) months prior to the proposed event if such date is during the time period when the University is in or preparing to be in active session.
2. Reservations will not be confirmed:
 - a. More than twelve (12) months prior to the date of the event if such date is during the time period when the University is not in or preparing to be in active session.
 - b. More than one (1) month prior to the date of the event if such date is during the time period when the University is in or preparing to be in active session and the space in question normally is needed for instructional purposes during the time period in question, with the following exceptions:
 - (1) If event date is during the first three (3) weeks of an academic session, the confirmation will not be given more than forty-eight (48) hours in advance.

- (2) All reservation requests involving such potential academic space for a given academic session will not be confirmed until the fourth (4th) week of that session.
- c. Prior to April 1 for dates being requested for the Summer session, prior to June 1 for dates being requested for the Fall semester, and prior to November 1 for dates being requested for the Spring semester when the space in question is not normally needed for instructional purposes during the time period in question. In the Illini Union, reservations for conferences and short courses sponsored by the Office of Continuing Education and Public Service or other University Organizations may be confirmed up to twelve (12) months in advance of the event for space used between 7:00 a.m. and 3:30 p.m. Monday through Friday.
3. Alterations of confirmed reservations for facilities shall be made *only* by mutual consent of the parties concerned.
4. Applications for use of unreserved space as defined in Item 2c above received prior to April 1, June 1, or November 1 will be honored in the order of priority as delineated in Section III-A, with applicants of equal priority being given equal consideration. Applications of equal priority will be honored in such a manner to insure the most appropriate space usage for the programs involved in accordance with policies developed by the Committee on the Use of Facilities. (See Section IX.) If such an appeal is to be made, it must be submitted in writing and received by the Chairperson of the Committee within five (5) school days after the notice of denial is given.
5. Applications received after April 1, June 1 or November 1 will not displace any previously approved assignments except by mutual consent of the parties concerned or successful appeal to the Committee on the Use of Facilities. (See Section IX.) All applications for as yet unreserved space received within three (3) months of the date of requested use will be handled on a first come, first served basis. Events so scheduled may be displaced only by mutual consent of the parties involved, or through successful appeal to the Committee on the Use of Facilities. (See Section IX.)

IV. Distribution of Handout Materials

- A. Any individual may distribute leaflets, handbills, samples, and other type materials without prior approval except that:
 1. Distribution may be regulated, or prohibited when circumstances warrant, within a housing unit by the unit's student government. Those responsible for unapproved or improperly posted materials in University residence halls may be fined \$25 per residential area. This policy applies to all campus and community advertisers. Failure to meet a levied fine may result in the forfeiture of registered organization status or posting privileges.
 2. Distribution may be regulated, or prohibited when circumstances warrant, inside University-owned or -leased buildings by the official or body responsible for the facility in question.
- B. Those distributing such materials are expected to refrain from littering and may be held responsible for costs incurred as a result of littering.
- C. Those distributing such materials should be aware that nothing in this policy in any way relieves them of personal responsibility for violation of any civil laws.

V. Safety

- A. Adequate provisions must be made for the safety of persons at an event on University premises and the safety of the premises and facilities being used. Such

provisions are the responsibility of the person or organization sponsoring the event. Actions required to insure safety, as determined by the official in charge of the facility involved or by the Office of the Safety Coordinator, shall be adhered to.

- B. The University reserves the right to inspect and approve all physical arrangements in University facilities in order to assure safety. Information and advice in these matters may be obtained through the Division of Environmental Health and Safety, 335 McKinley Health Center.

VI. Alteration of Facilities

Organizations or individuals shall not make or contract to make any revisions or alterations to University facilities or its utilities (electric, water, steam, air, and gas) in connection with a reservation. All such work must be approved in advance by an appropriate official of the facility involved or by the Office of Space Utilization and, if approved, must be accomplished by or under the supervision of the Operation and Maintenance Division of the University or the regular maintenance forces of the facility involved. Requests for work to be done must be submitted for approval at least forty-eight (48) hours in advance of the event. Work requested, as well as any work immediately required to return the facilities in question to their original use condition, shall be done at the entire expense of the organization or individual sponsoring the event.

VII. Dining Facilities

Nothing in these regulations shall be interpreted to restrict dining in areas so designated for such use and operated by the University. Specific regulations governing the use of these facilities may be developed separately by appropriate administrative units, when and if conditions so warrant. In general, the Illini Union facilities are intended to be available only for use by students, faculty, staff, alumni, and their immediate families, and by official guests of the University.

VIII. Requirements and Limitations

- A. All events to which the general public will be invited and/or a fee charged must receive formal "event approval" prior to the assignment of space and advertising of event. Such "event approval" shall be given only if each of the following requirements is satisfactorily met:
 - 1. The proposed use of premises or facilities is in accordance with these and other applicable University regulations.
 - 2. The event is not in serious conflict or competition with other events planned or being planned as determined by review on the part of the Coordinating Committee on Entertainment Events.
 - 3. The sponsoring organization is financially able to sponsor the event.
- B. Review of proposed events to determine "event approval" shall be made by:
 - 1. The Office of Registered Student Organizations for events to be sponsored by University Organizations, Campus Boards, Registered Organizations, and Related Organizations.
 - 2. The Office of Space Utilization for events to be sponsored by Campus-Community Organizations, Outside Organizations, and individuals.
- C. All financial aspects of reviews of "event approval" shall be done in cooperation with the Office of Business Affairs and in accordance with policies established by that office. Denial of an "event approval" may be appealed by the sponsoring organization to the Committee on the Use of Facilities. (See Section IX.) If such an appeal is to be made, it must be submitted in writing and received by

- the Chairperson of the Committee within five (5) school days after the notice of denial is given.
- D. If an Outside Organization requesting space has a local affiliate, the local affiliate shall participate in the arrangements and be responsible for the use of the premises and facilities in accordance with these regulations.
 - E. To insure the proper accounting and application of funds, the sponsoring organization of all events involving income or disbursement of funds shall conform to all University policies, procedures, and regulations as may be prescribed in Section XII-9 of the *Campus Administrative Manual* and in Chapter IV of these regulations.
 - F. In order to protect students, faculty, staff, and/or the general public from food-borne illnesses while using University premises or facilities, all requests involving the dispensing of food which is not provided by regular University food services will require special clearance from or be in accordance with the policies established by the McKinley Health Center.
 - G. Organizations and individuals using University premises or facilities must comply with all reasonable requests related to such usage made by University officials having responsibility for the premises or facilities concerned. Such requests may include the employment of facility attendants to insure proper use of the premises or facilities concerned.
 - H. University premises and facilities shall not be used for benefit events, charitable or otherwise, except with the special approval of the Chancellor. In addition, specific requirements of Section XII-9 of the *Campus Administrative Manual* shall apply. (Benefit events are those events intended to raise money for uses other than the expenses of the sponsoring organization or the support of other University activities.)
 - I. University premises and facilities shall not be used for any activity inconsistent with Federal or State laws or University policies or regulations.
 - J. Outside Organizations and all individuals may not use facilities for:
 - 1. Meetings scheduled on a regular basis.
 - 2. Any meeting for the purpose of instruction which would normally be offered by or in cooperation with any unit of the University, unless the offering of the instructional program is approved by the appropriate University unit.
 - 3. Entertainment and social activities such as dances, etc., that are not scheduled as a part of an approved meeting or activity unless approved or sponsored by an appropriate University organization.
 - 4. Sports events unless approved or sponsored by an appropriate unit of the University or by the Athletic Association.
 - 5. Any meeting or event which would substantially interfere with or detract from events sponsored by University Organizations, Campus Boards, Registered Organizations, or Related Organizations.
 - 6. Solicitations, collections, fund drives, or any events for which an admission will be charged, even though the funds are for public benefit, except as provided in Section XII-9 of the *Campus Administrative Manual* and as follows:
 - a. Those nonprofit organizations that schedule their entire admission fee programs on the Urbana-Champaign campus will return to the University all net profits, after expenses and in excess of allowable cash reserves as prescribed by the Office of Business Affairs.
 - b. Those organizations that sponsor an admission fee program on the Urbana-Champaign campus will be assessed a service fee or the net profit, whichever is greater, for the use of University facilities.

K. All events involving professional performers shall be administered as follows:

1. Events involving professional performers shall be defined as those entertainment events open to the student body and/or general public where the performers appear before an audience and are paid or normally receive pay for their services. Such entertainment events shall include theatrical productions, closed-circuit television, athletic events, arena spectacles, artists, and the like which utilize professional musicians, singers, dancers, athletes, or comedians. It shall not include any event where the total fees paid or normally paid for the performers' services, including expenses, are less than \$750. It shall also not include dances, film showings, banquets, or lectures, regardless of any fees which may be involved.
2. Sponsorship of events involving professional performers as defined above shall be restricted to the Assembly Hall utilizing its premises, Krannert Center for the Performing Arts utilizing its premises, the Concert and Entertainment Board and the Illini Union Board utilizing either of the above, or other facilities as approved by the Office of Space Utilization. Under exceptional conditions, University Organizations, Campus Boards, Registered Organizations, or Related Organizations may cosponsor events involving professional performers with one of the above-mentioned authorized agencies in accordance with the limitations of Section XII-9 of the *Campus Administration Manual*. Such cosponsorship, as well as all agreements related to that cosponsorship, shall be at the full discretion of the authorized agency except that at least 50 percent of all financial interests shall remain with the authorized agency. To qualify for cosponsorship consideration, an organization must be able to show that their cosponsorship would enhance the value or facilitate holding the event in a way which cannot be achieved by one of the usual authorized sponsors. Fund raising, regardless of the purpose or benefactor, is not an appropriate reason in itself to allow cosponsorship.
3. Coordination of those entertainment events involving professional performers as defined above shall be accomplished by the Coordinating Committee on Entertainment Events specifically appointed for that purpose. Such coordination of professional events shall include the responsibility for operations and for resolving and deciding those conflicts relating to professional entertainment events, both as to scheduling dates and sponsorship.

Appeals of decisions of the Coordinating Committee on Entertainment Events shall be made to the Chancellor or the Chancellor's designee to adjudicate those decisions in question.

4. Membership of the Coordinating Committee on Entertainment Events shall consist of the following individuals:
 - a. Director of the Office of Space Utilization, *Chairperson*
 - b. Director of the Assembly Hall
 - c. Director of the Krannert Center for the Performing Arts
 - d. Executive Secretary of the Concert and Entertainment Board
 - e. Director of the Illini Union Board Program Department
 - f. Director of the Office of Registered Student Organizations

L. Premises or facilities reserved by an organization or individual may not be turned over to another organization or individual without prior consent of the Office of Space Utilization and the reservations office of the facility involved.

IX. Committee on the Use of Facilities

A. The Committee on the Use of Facilities has as its purposes:

1. The development of policies and rules of practice regarding the use of Uni-

versity facilities, in accord with the provisions of Chapter III of this Code and Section XII-9 of the *Campus Administrative Manual*. Pursuant to this function it shall make recommendations to the Conference on Conduct Governance and the Chancellor concerning the need for alterations in the provisions of the above regulations.

2. The adjudication of conflicts arising from the application of the provisions of Chapter III regarding the use of University premises and facilities except for those events involving professional performers. (See Section VIII.K.3-4.)
- B. The Committee on the Use of Facilities shall have as Chairperson the Vice-Chancellor for Student Affairs, or a designee from among the administrative staff of that office or from among the faculty. It shall have four (4) additional members, two (2) of whom are to be faculty and two (2) of whom are to be undergraduate, graduate, or professional students. All members of the Committee will be appointed by the Vice-Chancellor for Student Affairs for terms of one (1) year. All members of the Committee shall be eligible to vote. A quorum shall consist of three (3) members. A decision shall be reached by a majority vote of those members present. In the event of a tie vote, the decision regarding the issue in question will be made by the Vice-Chancellor for Student Affairs, regardless of whether the Vice-Chancellor acted as Chairperson or voted in connection with the decision. Decisions of the Committee regarding questions of priority, eligibility of organizations, and approval of events shall be binding on the Vice-Chancellor for Student Affairs and upon the Office of Space Utilization. Appeals of such decisions shall be made to the Chancellor.
- C. The Committee shall meet not less often than once each two (2) calendar weeks while the University is in session, unless there are no appeals before it.

X. Special Provisions for the Use of the Krannert Center for the Performing Arts

The Krannert Center for the Performing Arts is a unit of the College of Fine and Applied Arts and has a dual purpose: first, to provide educational facilities in the performing arts for the School of Music, Departments of Theatre and Dance, and University Bands, including public performances sponsored by these departments and the Krannert Center; second, to provide the University community, the local community, and the State with a cultural program of performances by University groups and professionals in the many fields of the performing arts.

In view of the above, the following are the special conditions regarding the use of space in the Center.

- A. In the public performing areas of the Krannert Center, namely the Great Hall, the Festival Theatre, the Playhouse, the Studio, the Amphitheatre, and appropriate adjunct areas the following priorities shall obtain:
 1. Events that are related to the performing arts and are cosponsored or presented in conjunction with the Krannert Center by one or more of the designated academic units: School of Music, Departments of Theatre and Dance, and University Bands, all of which offer instruction in the performing arts.
 2. Events that are related to the performing arts and are sponsored and presented by the Krannert Center.
 3. Events related to the performing arts that are approved by the Director for the cosponsorship by the Center with those organizations listed in Chapter I of this Code. In addition, a limited number of conferences may be scheduled when space permits and for which fees are charged.
- B. In the rehearsal rooms of the Krannert Center, priorities with respect to reservations of space will be given:
 1. To course work and production rehearsals that fall within the educational

and performing programs of the academic units of the School of Music, Departments of Theatre and Dance, and University Bands.

2. To performing programs sponsored or cosponsored by the Center.
- C. Only those events which fall within the classification described in Section X.A.3 require that the cosponsoring organization receive event approval by the Office of Registered Student Organizations and/or the Office of Space Utilization.
- D. Requests for space for entertainment events in the Krannert Center for the Performing Arts must be received not less than twelve (12) weeks prior to the date of the proposed event. Requests received after twelve (12) weeks will be considered. However, they may be denied if there is insufficient time to adequately prepare for the proposed event.
- E. Decisions of the Committee on the Use of Facilities under Section IX.A.2 in Chapter III shall apply only to cosponsored events covered by Section X.A.3 and if such decisions in the adjudication of conflicts affect the educational program of any department they shall be referred by the Vice-Chancellor for Student Affairs to the appropriate Dean for action.
- F. Decisions of the Coordinating Committee on Entertainment Events concerning professional attractions shall be final in the resolution of conflicts between the Krannert Center for the Performing Arts and other agencies responsible for sponsoring or cosponsoring professional events. (See Section VIII.K.3-4.)
- G. In all cases of cosponsorship, contractual and financial arrangements will be in accord with recommended procedures established by the Coordinating Committee on Entertainment Events, the Office of Business Affairs, and the University Legal Counsel.

XI. Special Provisions for Use of the Assembly Hall

The Assembly Hall is to provide programs of an entertaining or cultural nature for University of Illinois students, for faculty, staff, and community, and for the general citizenry of the State. It also is to make its facilities available to eligible organizations for such activities as they may be authorized to undertake at the Assembly Hall. Because of the special nature, size, charge, and financial requirements of the Assembly Hall, the following special conditions apply:

- A. Eligibility to use the Assembly Hall is determined by Section XII-9 of the *Campus Administrative Manual* and this Chapter.
- B. Any organization or individual desiring to use the Assembly Hall shall apply to the Assembly Hall Office, 101 Assembly Hall. Initial rulings on eligibility will be made by the Office of the Assembly Hall and are subject to approval by the Office of Space Utilization. Requests should be made at least one (1) month prior to the date involved. Any request, whenever made, may be denied if there is insufficient time to adequately prepare for the proposed event.
- C. For use of Assembly Hall space, the following sequence of priorities obtains:
 1. Functions sponsored by the Assembly Hall.
 2. Educational, informational, cultural, recreational, and entertainment events sponsored by University Organizations, Campus Boards, Registered Organizations, and Related Organizations, for which reservations will be accepted from one (1) to twelve (12) months in advance.
 3. Approved events sponsored by Campus-Community Organizations or Outside Organizations, for which reservations will be accepted from one (1) to forty-eight (48) months in advance. No more than half of the weekends and half of the weekdays in a fiscal year may be so committed in advance.
 4. Rehearsals or practice sessions in excess of standard minimum allotments and in advance of events to be presented in the Assembly Hall.

5. Other appropriate functions in support of the University's charge of teaching, research, and public service.

Reservations may be granted on either a confirmed or a tentative basis. Tentative reservations may be withdrawn by the Office of the Assembly Hall. For example, if a second applicant requests the date and the initial applicant fails to show appropriate evidence, such as a contract, that the time will be used, the initial reservation may be withdrawn. Tentative reservations for events of low priority also may be withdrawn if another event of high priority has valid claim and use for the date. Confirmed reservations may not be jeopardized by others regardless of priority. An organization holding a confirmed reservation may not be displaced by any other organization. Other matters concerning the operation of the priority system may be developed by the Office of the Assembly Hall.

- D. As provided in Section IV, free leaflets, handbills, etc., may be distributed outside the building on the Assembly Hall grounds. Such distribution may not interfere with the movement of people going to or from the Assembly Hall, and no such materials may be placed in or on automobiles in Assembly Hall parking lots. The sale of any item on Assembly Hall grounds may be regulated or prohibited by the Office of the Assembly Hall. Also, the sale or free distribution of any item or materials for any purpose inside the Assembly Hall may be regulated or prohibited by the Office of the Assembly Hall.
- E. If a function proposed to be held at the Assembly Hall represents a potential hazard to public safety, the event may be cancelled or denied. (See also Section V.)
- F. All organizations using the Assembly Hall shall apply to the Office of the Assembly Hall for any additional services, alterations, equipment, etc., they may desire. (See also Section VI.)
- G. All foodstuffs, including refreshments, beverages, meals, samples, etc., to be served or distributed in the Assembly Hall must be acquired and served by arrangements with the Office of the Assembly Hall, and must conform with health requirements outlined in Section VIII.F and with contractual obligations and concession policies. (See also Section VII.)
- H. Requirements and Limitations
 1. Only those events held in the Assembly Hall which fall within the classifications C.2, C.3, C.4, and C.5 above require that the organization receive event approval, which must be obtained from the Office of Space Utilization and/or the Office of Registered Student Organizations as well as the Office of the Assembly Hall.
 2. Any proposed usage must be appropriate to and suited to the size, structure, purpose, and operating costs of the Assembly Hall, and there must be good reason to expect that a proposed event will attract at least 2,000 people.
 3. Any Outside Organization, or other organization requesting space at the Assembly Hall shall qualify on its own merits and be responsible for its own commitments without reference or transfer to any local affiliate of any organization.
 4. No Campus-Community Organization, Outside Organization, or individuals may use the Assembly Hall for any series of regularly scheduled meetings unless these meetings are annual or less often.
 5. Reservations for presenting one event may not be used for presenting a different event without approval of the Director of the Assembly Hall. Sponsorship of an event may not be changed without approval of the Director of the Assembly Hall, and all sponsors must be clearly identified.
 6. Usage of the Assembly Hall may be denied or limited if the applicant lacks

personnel, experience, expertise, contracting authority, financial status, or other essential capabilities required to undertake the proposed project in an adequate manner. A sponsoring organization may not redelegate any control or responsibility to any cosponsor, agent, or other third party without prior approval of the Director of the Assembly Hall. If the initial authorized organization agrees to cosponsorship with a third party, but is not willing or able to fulfill all delegated functions and responsibilities adequately, participation of the Assembly Hall as a cosponsor may be one of the conditions for approval.

7. Responsibility and control for all matters of staffing, crowd control, technical arrangements, ticketing and ticket policy, scaling, promotion, advertising policy, and similar managerial factors are functions of the Office of the Assembly Hall and may be exercised by it or delegated in part to users, as determined by the Director of the Assembly Hall.
8. All contracts for events in the Assembly Hall must be approved by the Director of the Assembly Hall and the Office of the University Legal Counsel prior to execution or commitment. Specifically, contractual agreements must be in accord with the financial well-being of the Assembly Hall.
9. Decisions of the Committee on the Use of Facilities, under Section IX.A.2, shall apply to the Assembly Hall only insofar as they pertain to usages separate from those intended primarily for the general public. Conflicts between the Committee on the Use of Facilities and the Coordinating Committee on Entertainment Events shall be adjudicated by the Chancellor or the Chancellor's designee.
10. Decisions of the Coordinating Committee on Entertainment Events concerning those entertainment events to be held in the Assembly Hall shall be final in the resolution of conflicts between the Assembly Hall and other sponsors or cosponsors. (See Section VIII.K.3-4.)

CHAPTER IV

FINANCIAL ARRANGEMENTS AND SERVICES

Preamble

Extra-curricular activities at the University of Illinois are an integral element of its intellectual and educational purpose. To the extent possible, the University should provide encouragement and support to these activities by extending to them such services and facilities as are possible. A well-rounded extra-curricular program supported by the University should create an environment in which students may take full advantage of their educational opportunities.

I. Financial Services — Organization Fund

Pursuant to the Board of Trustees' action as contained in Article II, Section 3e, of *The General Rules Concerning University Organization and Procedure*, providing for the operation of the Organization Fund, and in Section XII-9 of the *Campus Administrative Manual*, and this *Code on Campus Affairs* relating to the use of University facilities, premises, and services for income-generating events or occasions, Registered Organizations shall adhere to the policies and procedures described below:

- A. Purpose — The Organization Fund is operated by the Office of Financial Affairs, acting for the Comptroller of the Board of Trustees, under the authority of the Board of Trustees, without liability of the University, in order to:
 1. provide a depository for the safekeeping of Registered Organizations' funds,

2. consolidate and coordinate financial accounts of various organizations,
3. secure uniformity in accounting procedures and records,
4. maintain continuity of records of business officers and their successors,
5. aid organizations in keeping their activities on a sound financial basis,
6. insure protection of interests of the State and the University in the use of its facilities, and
7. offer a service to organizations.

B. Status — Under the authority of Article II, Section 3e, the “Vice President for Administration is permitted to act as treasurer of student and other organizations affiliated with the University but in so doing shall not act on behalf of the University or as a University officer or employee, and shall not thereby create any liability on the part of the Board of Trustees of the University of Illinois. In all cases, the accounts of these organizations shall be kept separate from the University accounts and the funds of such organizations shall be kept apart from University funds.”

The Organization Fund (successor to the Student Organization Fund established in 1923) has been established to handle the accounts of all Registered Organizations at the Urbana-Champaign campus of the University of Illinois. Consistent with the understanding that all University facilities, premises, and services — hereinafter referred to as University facilities — are held in trust for the benefit of the people of Illinois, the philosophy for the regulations and procedures which follows is based on the principle that the use of all income or receipts of organizations resulting from the use of University facilities will be consistent with the rules and regulations applying to all University funds.

C. Scope — All funds received by a Registered Organization which are: initially collected by the University,¹ or received either from, or directly or indirectly through, a University-related or Registered Organization,² or generated in any way through the use of University facilities³ are required to be deposited in the Organization Fund.

Other funds, received by a Registered Organization and derived without the use of University facilities, including the collection of dues from the organizations' own members, may at the option of the Registered Organization be deposited in the Organization Fund, but — if so deposited — will be subject to the same rules, regulations, and policies governing mandatory deposits.

Any organization which feels that its activity does not fall within Paragraph C, may request a determination by the Organization Fund Advisory Board which shall file a report and make a recommendation to the Chancellor or his/her designee, whose decision shall be final.

Services of the Organization Fund may be offered to Campus Boards and University-Related Organizations (see Chapter I) with the approval of the Office of Registered Student Organizations. Other organizations may be offered the services of the Organization Fund with the approval of the Chancellor. All

¹ The phrase “collected by the University” includes, unless otherwise specifically provided, here or elsewhere, student fees or other fees, and similar items which the University assists in imposing or collecting for ultimate receipt by a Registered Organization.

² The phrase “received from, or directly or indirectly through, a University-related or Registered Organization” includes funds transferred from one University-related or Registered Organization to another.

³ The phrase “generated in any way through the use of University facilities” excludes the collection of dues from the Registered Organization's own members and includes, but is not limited to, funds from: (a) admission charges, ticket sales, registration fees, or any other money collected in connection with talks, lectures, entertainment, cultural, or other events on the campus; (b) receipts from the rental or sale of services or products on the campus; (c) voluntary contributions or the proceeds of solicitations made on campus.

references in Part I of this Chapter applying to Registered Organizations apply to all other organizations participating in the Organization Fund.

The Office of Registered Student Organizations shall have primary responsibility for proper accounting and disbursement of all funds from the Organization Fund, subject to review by the Office of Financial Affairs. Individuals handling funds on behalf of an organization project utilizing University facilities shall be held personally accountable for such funds.

D. Administration of the Organization Fund

1. The Comptroller or a designee shall serve as Treasurer of the Organization Fund.
2. The Vice-Chancellor for Student Affairs or a designee shall serve as Secretary of the Organization Fund.
3. The operation of the Organization Fund shall be under the direct supervision of the Office of Registered Student Organizations and the Office of Financial Affairs.
4. Disbursement checks must be cosigned by the Treasurer and the Secretary of the Organization Fund, or their designees.
5. The Treasurer of the Organization Fund shall select a depository bank and may invest, when advisable, the cash balance of the Organization Fund over and above a working balance in any of those securities or investments in which the Treasurer may — as provided under Illinois law — invest trust funds. Income from such investments plus a service fee if necessary shall be used to cover the direct expense of the fund operation including voucher books, receipts books, handbooks, printing, mailings, and other direct costs incurred in maintaining the Organization Fund. Income to the Organization Fund, not needed for its operating expenses, shall be placed in a separate account designated as the Surplus Distribution Account within the Organization Fund. One-half of such income shall be allocated to Registered Organizations by the Organization Fund Advisory Board; the other half shall be distributed annually prorata to participating organizations based on the balances in the accounts that contributed to the general investment income receipts.
6. Excess funds not currently needed by Registered Organizations in minimum amounts of \$100 may be separately invested by the Registered Organizations through the Treasurer of the Organization Fund, and such securities shall be deposited in the Organization Fund's safety deposit box, which shall be maintained by the Organization Fund.
7. The Accounting Division of the Office of Financial Affairs shall maintain an account or accounts as desired by each Registered Organization, shall be responsible for recording all deposits and disbursements, and shall render a monthly statement to each treasurer or financial agent or registered agent, hereinafter referred to as Account Treasurer, of the account or accounts.
8. The financial records, related documents, and accounts will be subject to audit by the University Auditor.
9. Relation to University — No Registered Organization shall be permitted to use the name of or any symbol identified with the University, or to conduct its affairs in such a manner as to imply to anyone dealing with it that it is an official agency or part of the University. All Registered Organizations shall be required to include in their Articles of Incorporation, or Association, their Bylaws, or their Constitution and their Contracts or Agreements with others, a provision clearly stating that they are not an official agency or a part of the University, and disclaiming the responsibility of the University for their acts and liabilities.

E. Income-Generating Events on University Property

Processing Requests — As provided in Chapter III of this Code, and further delineated in Section VIII of Chapter III, all income-generating projects or events to be undertaken by a Registered Organization shall be subject to “event approval” by the Office of Registered Student Organizations as to the use of University facilities, setting the time, place, and date thereof, and shall follow the Ticket Policy published by the Office of Registered Student Organizations, and the Office of Financial Affairs, for events held in University facilities. Housing unit events held in University residence hall facilities shall be subject to regular University procedures.

F. Purposes for Which Organization Funds May Be Used

The determination of the ways in which Registered Organization funds are expended is largely the responsibility of the members of the Registered Organization, subject to the general policies and procedures established by the Office of Financial Affairs, which acts in the name of the Comptroller. While it is not possible to list all of the expenditure regulations, the items outlined below are listed to present the thrust of the regulations, and no attempt has been made to foresee all potential types of expenditures which may be requested. Therefore, authority to approve all expenditures remains with the Office of Financial Affairs. Expenditures from the Organization Fund must be for a lawful purpose and, in general, must:

1. be for payment for services rendered, or for material received,
2. be related to the educational goals and objectives of the University,
3. not accrue or inure to the benefit of an individual or individuals, except as payment for services rendered,
4. not be for the purchase of beer and-or alcoholic beverages, or delivery thereof,
5. not be for the purchase of materials by, through, or from the University for resale to others.

Requests for travel reimbursements must be for actual and necessary costs, and may not exceed the limitations for transportation, per diem, or lodging as provided under University Travel Regulations.

All tax and legal matters relating to organization activities are the sole responsibility of the registered organization.

Funds deposited in the Organization Fund may not be used for donations to, gifts to, or support of charitable organizations, except with the special approval of the Chancellor.⁴

Funds may be transferred to another account within the Organization Fund provided that such transfer does not violate any University statutes or policies — or this Code — and does not provide the recipient organization with funds obtained in a manner otherwise prohibited to the recipient organization.

G. Procedures for Organization Fund Operation

1. Officer Signature Card — All Registered Organizations maintaining accounts in the Organization Fund must have up-to-date signature cards on file at the Office of Registered Student Organizations, and in the Accounting Division, indicating the name of the authorized Account Treasurer(s) of the Registered Organization — and his-her (their) signature. All vouchers for withdrawal of funds from a Registered Organization’s account must be signed by an authorized Account Treasurer. Registered Organizations’ Account Treasurer(s) must be registered students, faculty, or staff members.
2. Officers Bonded — Account Treasurers of Registered Organizations partici-

⁴ Presently, Campus Chest is the only Registered Organization authorized to make contributions to recognized charitable organizations.

pating in the Organization Fund shall be covered by a bond to insure honest performance of their respective duties for funds handled in the Organization Fund, such bond to be procured by the University's Insurance Office, and paid for by the Organization Fund.

3. Deposits — Organizations Account Treasurer(s) shall deposit applicable funds with the Bursar's Office, which will issue deposit slips showing the source of money deposited for entry in the Registered Organizations' records.
4. Disbursements — Registered Organizations' Account Treasurer(s) shall be provided with blank vouchers by the Office of Registered Student Organizations, which they must use to request payments on properly approved bills against the organizations. These vouchers shall be completed and presented with an accompanying invoice or receipt to the Office of Registered Student Organizations. That office shall (a) verify the signature, (b) make the initial approval consistent with the operations, and finances of the Registered Organization, and the general policies and procedures of the Organization Fund, and (c) send it to the Accounting Division for final review and approval, including verification of the Secretary's signature by the Treasurer of the Organization Fund, posting and preparation and delivery of the check. All checks will be mailed by the University and require up to five working days for processing. Vouchers under \$1 will not be processed.
5. Vouchers and Receipt Books — Vouchers and receipt books shall be provided by the Office of Registered Student Organizations. Such records, in addition to any other records of the Organization's Account Treasurer, may be left at the Office of Registered Student Organizations for safekeeping during vacation periods, or at any other time desired by the Registered Organization's Account Treasurer.
6. Petty Cash — During the year Registered Organizations' Account Treasurers may draw vouchers upon available funds of their respective organizations for the purpose of setting up petty cash funds for minor expenses. These funds may be administered by the Registered Organization's Account Treasurer(s), but must be accounted for with appropriate receipts to the Office of Registered Student Organizations.
7. Account Treasurer's Handbook — The Office of Registered Student Organizations shall publish a handbook for financial officers.
- H. University Credit Policies — Credit policies for Registered Organizations are established by the Office of Financial Affairs. Individuals incurring debts to the University in the name of a Registered Organization shall be held personally responsible for payment should the organization lack funds in its account, or refuse to accept the responsibility for the debt. To the extent that the use of University facilities are available to and used by Registered Organizations, the University will, in connection with the respective costs, extend thirty days credit to these organizations. Credit will not be extended to organizations which have accounts with the University over thirty days past due. University credit will not be given to any organization which consistently permits its account to become delinquent (over thirty days past due). No disbursements will be permitted from a Registered Organization's account that is delinquent.
- I. Withdrawal of Organization Fund Privileges — A Registered Organization participating in the Organization Fund, which does not follow the rules or regulations regarding the Organization Fund, may have its Organization Fund Privileges withdrawn by the appropriate University authority. Except for nonpayment of accounts, as provided under Section H, the actions taken by the Secretary of the Organization Fund may include a warning, a probation for a specified time, a suspension of right to use the Organization Fund for a specified time,

or a revocation of right to use the Organization Fund, including in both instances the right to receive funds as provided in this Code. Any such actions may be appealed by the affected Registered Organization to the Organization Fund Advisory Board, which shall file a report and make a recommendation to the Chancellor or his/her designee, whose decision shall be final.

J. Advisory Board — The Organization Fund Advisory Board shall meet each September under these rules:

1. The membership shall consist of:

- a. The Comptroller or his/her designee, who shall serve as Treasurer of the Organization Fund Advisory Board, without vote.
- b. The Vice-Chancellor for Student Affairs or his/her designee, who shall serve as secretary of the Organization Fund Advisory Board, without vote.
- c. A member of the Professional Administrative Staff, appointed by the Chancellor or his/her designee.
- d. A member of the faculty, appointed by the Chancellor or his/her designee.
- e. A member of the nonacademic staff, appointed by the Chancellor or his/her designee.
- f. A representative of the Alumni Association, appointed by the Chancellor or his/her designee.
- g. Six students, two of whom shall be graduate or professional students appointed by the Vice-Chancellor for Student Affairs or a designee from nominations submitted by the Organization Fund voting membership.

2. Terms of voting members shall be two years with vacancies filled in the same manner as regular appointments and nominations. The first year of the committee, one graduate or professional student will be appointed for one year and two undergraduate students for one year.

3. A Chairperson of the Organization Fund Advisory Board shall be elected annually from and by the ten voting members.

4. The Organization Fund Advisory Board shall establish bylaws which provide the procedures and methods of operation of the Board. These bylaws, and amendments thereof, shall be subject to the approval of the Vice-Chancellor for Student Affairs.

K. Annual Meeting — Officially accredited representatives of all authorized organizations operating through the Organization Fund shall meet annually in October of each year, at the call of the Treasurer of the Organization Fund, who shall serve as Chairperson of the annual meeting; one person may not represent more than one organization, and one organization may not have more than one vote regardless of the number of its accounts. The representatives at this time shall, providing a quorum is present,⁵

1. Receive Reports — Receive reports of the Organization Fund Advisory Board and of the Treasurer.

2. Transact Business — Transact such other business as the Organization Fund Advisory Board, or any organization through its accredited representative, may bring before the meeting.

L. Functions of the Organization Fund Advisory Board

The Organization Fund Advisory Board shall:

1. Develop policies and rules of practice regarding the allocation of funds in the Surplus Distribution account to Registered Organizations as described

⁵ A quorum consists of accredited representatives of at least 10 percent of those organizations that operate in the Organization Fund, which are in good standing, and whose accounts have positive balances at the time of the meeting.

in Section I.D.5. of this chapter, subject to Section XII-9 of the *Campus Administrative Manual* and the *Code on Campus Affairs*.

2. Hear appeals by Registered Organizations that have had actions taken against them as provided for in Section I and make recommendations to the Chancellor or his-her designee, whose decision shall be final.
3. Distribute an annual report of its activities to all Registered Organizations with accounts in the Organization Fund.
4. Advise the appropriate University or campus official(s) on all aspects of the Organization Fund.

II. University Services

University services available to registered organizations are too numerous and diverse to list in the *Code*. For information concerning these campuswide services, procedures for reserving space, interpretation of regulations governing registered organizations, and supportive resources which can be utilized for organizational projects, call 333-0440 or visit the Office of Registered Student Organizations, 306 Fred H. Turner Student Services Building.

CHAPTER V

CERTIFIED (APPROVED) SINGLE STUDENT HOUSING¹

I. Certified Single Student Housing

- A. All single undergraduate students except as specified in B below must, and graduate and professional students may, live in housing which has been certified by the Dean of Students or a designee. Until such time as this regulation is entirely rescinded, certified housing is defined as being that which meets the following criteria:
 1. The facilities are certified for compliance with municipal health and safety codes, municipal minimum housing standards, and the University of Illinois Housing Standards for Certified Single Student Housing (available from the Housing Division).
 2. The property owner or a designated representative, who may be the head of the unit student government, shall be registered with the Housing Division.
 3. The housing unit is operated in compliance with the University's policy regarding nondiscrimination.
 4. The housing unit is physically designed primarily for single individuals, as opposed to family occupancy; such housing units include University residence halls, fraternities, sororities, private residence halls, private rooming houses, and private homes which have been inspected and approved by the University Housing Division.
 5. Residence in the housing unit is restricted to students, except when this provision is waived by the Housing Division.
- B. The following categories of students are exempt from this requirement:
 1. Students living with parents or relatives in Champaign-Urbana.
 2. Single undergraduates who have reached an age or educational level recommended by the Dean of Students to the Conference on Conduct Governance in accordance with policy established by the Board of Trustees. (Since gradual reductions of this regulation have been recommended, students should consult the Housing Division for current requirements.)

¹ All current rules and regulations pertaining to students living in single student housing continue in existence until a forthcoming chapter of the *Code on Campus Affairs* regarding individual rules and regulations is approved. See also Rule 62 on student living quarters.

3. Single undergraduates who have been granted permission to live in non-certified housing by the Dean of Students or a designee.
4. Single undergraduates who have elected eight or fewer credit hours during a regular academic semester and five or fewer credit hours during the summer session.
5. Single undergraduates who occupy housing which they bring into or purchase in Champaign-Urbana.

II. Self-Government

- A. The student government of each living unit, or in the absence of a student government the residents, may establish regulations concerning social conduct which are in keeping with fair requirements of the landlord or management. (See exception III.C below.)
- B. For security reasons, each living unit may establish a closing time for the residence, and at that time all outside doors will be locked. Students in cooperation with the residence staff may establish mutually satisfactory plans to lock the house each night. If the house is to be locked prior to the stipulated closing hours for guests, provisions must be made for admitting those residents or guests who come in after the house is locked.

III. Additional Regulations for Certified Housing

- A. Residents of certified housing units shall abide by University regulations and local, State, and Federal laws with regard to the possession and use of intoxicants, narcotics, dangerous drugs, hallucinogenics, and firearms. (See Conduct Regulations 80, 81, and 82.)
- B. All students shall comply with published University and municipal fire safety codes with special regard for emergency evacuation, fire and safety devices, and parties and decorations. Refer to the "Statement on Individual Rights," Section IV.B.
- C. Students living in certified housing may entertain guests in their living units subject to regulations established by the student government of the unit and approved by the Dean of Students or a designee.

IV. Contracts

In those cases in which the landlord uses a contract or lease obtained from the Housing Division for use in certified housing, any disputes will be mediated by the Housing Division provided the contract is properly executed. The Housing Division will act to promote the best interest of all concerned in any controversy between student and landlord.

REGULATIONS APPLYING TO ALL STUDENTS AT THE URBANA-CHAMPAIGN CAMPUS

It is the policy of the University of Illinois to afford equal educational opportunities to qualified persons regardless of race, religion, sex, or ethnic background.

It is expected that students enrolled in the University will conduct themselves at all times in accordance with accepted principles of responsible citizenship, and with due regard for the rights of others.

The regulations appearing in this publication apply to all undergraduate, graduate, and professional students on the Urbana-Champaign campus unless specifically indicated otherwise.

Students are responsible for complying with the regulations of the University, their college, and the departments from which they take courses, and for fulfilling the requirements for a particular degree. They should contact their college dean for regulations applying only in their college.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

ADMISSION AND READMISSION

1. Application Dates

A. ALL STUDENTS

An application for admission or readmission to the University is not complete and cannot be processed until all necessary official credentials including the application fee, if required, have been received.

B. UNDERGRADUATE STUDENTS

1. To be considered for admission under conditions of greatest space availability, a beginning freshman's application and required credentials should arrive between September 25 and November 1 for admission to the following spring semester and between September 25 and November 15 for the fall semester (including those students who desire to enter in the summer session and continue in the fall semester).
2. To be considered under conditions of greatest space availability, applications for transfer and required transcripts should arrive between September 25 and November 1 for admission to the following spring semester; they should arrive between February 1 and March 15 for admission to the following fall semester (including those students who desire to enter in the summer session and to continue in the fall semester).
3. Applications for readmission should arrive between September 25 and November 1 for admission to the following spring semester and between February 1 and March 15 for admission to the following fall semester (including students who desire to enter in the summer session and continue in the fall semester). (See Rule 7B.)

C. GRADUATE STUDENTS

1. Graduate students seeking admission in the fall semester or in the summer session who desire to continue in the fall semester should submit applications by February 15, or earlier if possible.
2. Applications should be submitted at least three months in advance for admission to the spring semester or summer session.

2. Application Deadlines for Admission — All Students

A. ALL STUDENTS

Deadline dates for filing complete applications for admission or readmission of undergraduate and graduate students to a *fall* semester are indicated below.

These deadline dates apply as long as space remains available in the desired curriculum. The Director of Admissions and Records may accept applications after these deadline dates under exceptional circumstances which justify special consideration. Only rarely, however, are spaces available by these late dates, and applicants are encouraged to apply during the periods indicated in Rule 1.

B. UNDERGRADUATE STUDENTS

1. Applications from all domestic students or from foreign students who are currently attending a college or university in the United States will be considered up to two weeks prior to the first day of the registration period for the fall semester.
2. Applications from foreign students who are applying from abroad will be considered up to eight weeks prior to the first day of the registration period for the fall semester.

C. GRADUATE STUDENTS

1. Applications from all domestic students or from foreign students who are currently attending a college or university in the United States will be considered up to three weeks prior to the first day of classes for any term.
2. Applications from foreign students who are applying from abroad will be considered up to eight weeks prior to the first day of the registration period for any term.

D. PROFESSIONAL STUDENTS

Special application dates have been established for the Colleges of Law and Veterinary Medicine.

5. Residence Classification of All Students for Admission and Fee Assessment Purposes

The residence classification of applicants is determined on the basis of the information given on their application and other credentials. Eligibility for admission to the University is determined and tuition assessed in accordance with this classification. Errors in residence status and tuition assessment which are discovered after registration may be adjusted if a student files a claim according to the procedures and within the time limits prescribed by paragraph 13 of the Residency Regulations. The complete regulations governing the determination of residency status and procedures for review of residency status begin on page 102.

6. Health Requirements for All Students

a. Physical and Mental Health

Each student may be required to present evidence of satisfactory physical and mental health to the Director of Health Services at Urbana-Champaign. Each admitted applicant will receive a Student Health Report form which he or she may use to report pertinent medical data to the Director of the campus Health Service. Minors (eighteen years of age or under) at time of registration must submit the student health form with their parents' or guardian's written authorization for them to receive treatment at the McKinley Health Center. Upon the advice of a University Health Service Physician, admission or readmission of a student may be denied until the student is cleared by the McKinley Health Center.

- (1) Students transferring from the Chicago Circle or the Medical Center campuses should request that their Student Health Report forms be transferred by the health center on their campus.
- (2) Military personnel may have their Student Health Report forms completed by a military physician.

b. Tuberculosis Control

All new and readmitted students are encouraged to present evidence of freedom from tuberculosis at the Health Service. Foreign students are required to complete a chest X-ray at the Health Service before completing registration. Final evidence of freedom from tuberculosis is established by: presentation of a University of Illinois or public health agency certificate (skin test or X-ray) dated within the previous twelve months, or undergoing the application of a tuberculin skin test at the Health Service during registration with a negative interpretation by the University of Illinois Health Service forty-eight to seventy-two hours after application. Persons who have a positive reading to this test should have a chest X-ray at the University of Illinois Health Service, and persons with a history of positive reaction to the tuberculosis skin test will be offered a chest X-ray at the Health Service.

7. Admission and Readmission of Students

A. ALL STUDENTS

1. Students Dropped or on Probation for Disciplinary Reasons

- (a) Petitions for readmission of students dropped from the University for disciplinary reasons must be acted upon by the appropriate Subcommittee of the Senate Committee on Student Discipline.
- (b) A student transferring to the University on probation or dropped from a previous collegiate institution for disciplinary reasons must obtain the approval of the appropriate Subcommittee of the Senate Committee on Student Discipline. (See Rule 70 — Bases for discipline.)

2. Students Encumbered for Medical Reasons

Upon the advice of a University Health Service physician, admission or readmission of a student may be denied until he or she is cleared by the McKinley Health Center.

3. Students Encumbered for Financial Reasons

A student in debt to the University at the end of any semester, term, or summer session for fees or other charges is not permitted to register in the University again until the indebtedness has been paid or suitable arrangements for payment have been made. (See Rule 83 on indebtedness to the University.)

B. UNDERGRADUATE STUDENTS

1. Readmission of Students Who Were Not Dropped for Academic Failure

Degree students who have earned credit and were not placed on drop status when they left the Urbana-Champaign campus and who have not acquired a degree will be automatically readmitted to the same campus and program for the term of their choice, provided they meet the following conditions:

- (a) If they have attended any other institution of higher learning between the time they left this campus and the term they wish to be readmitted, they must be in good academic standing at the institution which they attended during this interim period.
- (b) They have informed the Office of Admissions and Records of their intentions by November 1 for the spring semester and March 15 for the fall semester. (See Rule 1 on application dates.)

2. Students Dropped or on Probation for Poor Scholarship

- (a) A student who has been dropped for poor scholarship from a college on the Urbana-Champaign campus of the University may be considered for readmission only under the conditions established by the college concerned.
- (b) Students who wish to enter the Urbana-Champaign campus and who have been dropped or are on probation for poor scholarship from the Chicago Circle or Medical Center campuses of the University, or from another collegiate institution, may be considered for admission only under conditions established by the college of their choice here.
- (c) Undergraduate students who have been dropped and are being considered for continuance "for summer session only" shall be required to consult with an official of the college from which they were dropped and also with an official of the college in which they intend to be readmitted at a future date. (This may be the same or a different college.) For students who are approved for such continuance, an entry shall be made on their official records to the effect that they must petition for readmission to a later term.

8. Classification of Undergraduate Students

- a. Classification of undergraduate students is made in the Office of Admissions and Records at the end of each semester on the number of credits earned, including physical education and military. Classification for registration purposes (except as indicated in Paragraph b below) is based on the following scale:

Freshman standing	0-29 hours
Sophomore standing	30-59 hours
Junior standing	60-89 hours
Senior standing	90 or more hours

- b. Students entering the University directly from high school as degree candidates with academic credit earned by Advanced Placement or similar programs for superior students, and midyear high school graduates who are approved for admission but whose enrollment is deferred by the University for lack of space, are considered freshmen for the purpose of admission and registration, regardless of the number of college credit hours which they have earned at other institutions or by examination. Students who have graduated from high school and have earned fewer than 12 semester hours of transferable credit through college classroom course work are also considered freshmen for the purpose of admission and registration.

9. Proficiency Examinations

A. ALL STUDENTS

1. Information concerning proficiency examinations may be obtained from the student's college or from the department concerned. Except as provided in Paragraph 2e below, students must secure the consent of the head or chairperson of the department concerned to take these examinations.
2. Departmental proficiency examinations may be taken only by the following:
 - (a) Students who are in residence. (A student attending as a visitor only is not considered to be a student "in residence.") A student who has completed the work of a semester is considered to be under registration for the purpose of this rule for fifteen days after the close of the final examination period, except that a student who has completed the work of the spring semester or the summer session is considered to be still under

registration for the purpose of this rule up to the end of the registration period for the fall semester.

- (b) Proficiency examinations for advanced standing and special examinations in courses which have been failed may be taken by graduating seniors at any time designated by the instructor within the time limits of Paragraph (a) above. (See Rule 47 on special examinations.)
 - (c) Persons who have been in residence and are currently registered in correspondence or extramural courses.
 - (d) Persons not registered in the University at the time but who are candidates for undergraduate degrees at the University of Illinois and who need no more than ten semester hours to complete the requirements for their degrees. (See Paragraph B below.)
 - (e) Prospective students who participate in the advanced placement and proficiency testing sessions offered during the Precollege Programs. Credit earned by this method does not become a part of the student's University record until after he or she has completed registration in the University of Illinois.
- 3. A proficiency examination may not be taken to raise a grade or to earn credit in a course which has been failed. (See Rule 47 on special examinations.)
 - 4. An examination for credit in a college subject of elementary character is not granted to a student who has received credit for more than one semester of work in the subject in advance of the course in which the examination is requested.
 - 5. The grade in proficiency examinations is Pass or Fail, but students are not given a grade of Pass unless they have made at least C in the examination. No official record is made of failures in these examinations, but some departments may prohibit a student from retaking the examination.
 - 6. Proficiency examinations are generally given without cost to the student; a fee may be charged to defray the cost of proficiency examinations prepared by agencies outside the University.
 - 7. Students wishing to take a proficiency examination in a subject not offered at the campus at which they are or have been registered, but offered at another campus of the University, may do so upon satisfying the above conditions provided they obtain approval from their primary campus (the campus at which they were last enrolled) for concurrent registration prior to taking the examination.

B. UNDERGRADUATE STUDENTS

- 1. Proficiency examinations for advanced standing are offered in all University courses normally open to freshmen and sophomores. A student may take proficiency examinations in more advanced undergraduate courses on recommendation of the head or chairperson of the department and approval of the dean of the college.
- 2. Undergraduate students who pass a proficiency examination are given credit toward graduation for the amount regularly allowed in the course, provided such credit does not duplicate credit counted for admission to the University and provided the credit is acceptable in their curriculum.
- 3. Credit earned by a proficiency examination does not count toward satisfying the minimum requirement when the last thirty semester hours applicable toward the degree sought must be earned in residence. (See Rule 50 on residence requirement for graduation.)

C. GRADUATE STUDENTS

Graduate students may satisfy specific requirements by proficiency examinations, but such credit cannot be applied toward graduate degrees.

TRANSFERRED UNDERGRADUATE CREDIT

10. Admission of Transfer Undergraduate Students

- a. Undergraduate applicants who, prior to the beginning of the term to which they seek admission, have attempted 12 or more semester hours of transferable credit through college classroom course work are subject to the rules for transfer students except those classified as eligible for readmission to the campus and mid-year high school graduates indicated in b below. If a transfer applicant has not successfully completed 12 semester hours or more of graded semester hours of transferable credit at the time of submission of the admission application, the applicant must submit all admission materials, including rank in high school class and admission test scores, required of the beginning freshman applicant. High school students who have been accepted for admission as beginning freshmen for a specified term may attempt any number of semester hours of college-level course work elsewhere without changing their admission status for that term.
- b. If space is not available for admissible midyear high school graduates who wish to matriculate in the spring semester immediately following their graduation, the enrollment of these students will be deferred until the following summer or fall term. Should these students enroll at another collegiate institution during the interim between their high school graduation and the term in which they can enroll at the Urbana-Champaign campus, their admission to this campus will not be jeopardized, regardless of the number of credit hours completed, provided they are in good academic standing. They will be considered freshmen for admission and registration purposes.
- c. For purposes of transfer to the University, grade-point averages are calculated on the basis of the University's 5.0 grading system for all transferable courses attempted for which grades are assigned, and for which grade-point values can be determined. Incomplete grades are accepted as defined by the initiating institution. Grades earned in courses taken at other campuses of the University of Illinois are counted as transfer credit in the calculation of graduating averages.
- d. Students who have passed a course at the University of Illinois may not be given credit by transfer for the same course taken elsewhere.

11. Policy for the Acceptance of Transfer Credit for Undergraduate Admission Purposes

- a. Admission of transfer students to the University of Illinois at Urbana-Champaign is based only on the transfer course work which is of such a nature as to prepare students to continue on to baccalaureate degree programs (or equivalent programs). Such courses are normally referred to as transfer or college-parallel work. Other course work completed, such as technical courses similar in content and level to courses taught at the University, will be used in evaluation for admission only upon the request of the dean of the college to which the student seeks admission.
- b. Transfer credit, as defined above, will be accepted at full value for admission purposes on transfer to the University of Illinois at Urbana-Champaign if earned in:
 - (1) Colleges and universities which are members of, or hold Candidate for Accreditation status from, the North Central Association of Colleges and Schools or other regional accrediting associations;

- (2) Colleges and universities which are neither members of, nor holders of Candidate for Accreditation status from, the North Central Association of Colleges and Schools or other regional accrediting associations, but which have been granted accreditation by a *specialized* or *programmatic* accrediting agency which is a member of the Council on Postsecondary Accreditation (COPA)¹; or
 - (3) Illinois public community colleges which are neither members of, nor holders of Candidate for Accreditation status from, the North Central Association of Colleges and Schools, but which are approved and recognized by the Illinois Community College Board (ICCB), for a period of time not to exceed five years from the date on which the college registers its first class after achieving ICCB recognition.
- c. Certain Illinois colleges and universities do not meet the specifications in b. above, but have been assigned a status by the University Committee on Admissions which permits credit to be accepted on a provisional basis for admissions purposes on transfer to the University of Illinois at Urbana-Champaign. Transfer credit, as defined in a. above, from such colleges and universities is accepted only on a deferred basis to be validated by satisfactory completion of additional work in residence. Validation through satisfactory work in residence may be accomplished by earning in the University of Illinois at Urbana-Champaign, or other fully accredited² college or university, at least a 3.0 (A = 5.0) grade-point average (higher if prescribed by the curriculum the student wishes to enter) in the first 12 to 30 semester (18 to 45 quarter) hours completed following transfer.
 - d. Credit, as specified in a. above, transferred from an approved² community or junior college is limited by the provision that the student must earn at least 60 semester or 90 quarter hours required for the degree at the University or at any other approved² four-year college or university after attaining junior standing, except that the student must meet the residence requirements that apply to all students for a degree from the University. When a school or college within the University requires three years of preprofessional college credit for admission, at least the last 30 semester or 45 quarter hours must be taken in an approved² four-year collegiate institution.
 - e. In all cases, the precise amount of transfer credit which is applicable toward a particular degree will be determined by the University college and department concerned.

12. Chicago Circle Campus Transfers

Undergraduate intercampus transfer students between Chicago Circle and Urbana-Champaign may be admitted to any undergraduate program on the opposite campus for which spaces are available for transfers from other colleges and universities, provided they meet the requirements of the program on the opposite campus for the admission of on-campus transfers. To be assured consideration as an intercampus transfer, students currently enrolled on the Chicago Circle campus should apply for consideration of enrollment for the spring term between September 25 and November 1 and for the summer or fall terms between February 1 and March 15. Intercampus transfers do not pay the \$20 application fee, but they must submit all application documents required of the transfer applicant. Intercampus applicants are encouraged to visit the Chicago Circle Office of Admissions and Records where copies of official credentials will be enclosed with the application and verification of current enrollment will be made to facilitate waiver of the application fee.

¹ This excludes the following institutional accrediting agencies: Association of Independent Colleges and Schools (AICS) (Proprietary business schools); National Association of Trade and Technical Schools (NATTS); National Home Study Council (NHSC); and American Association of Bible Colleges (AABC).

² Colleges and universities which meet one or more of the specifications as listed in b. above.

15. Undergraduate Credit for Service and Education in the Armed Forces

- a. The University grants registered students college credit for certain training and experience in the armed forces of the United States. The student who completes service in the U.S. Air Force, Army, Marine Corps, or Navy, including basic or recruit training of six months or more, is awarded 4 semester hours credit in basic military science upon presentation of evidence on form DD-214 of honorable discharge or transfer to the reserve component.
- b. Credit recommendations in the *Guide to the Evaluation of Education Experiences in the Armed Forces* (published by the American Council on Education) for military service school training will be considered for transfer credit as follows: 1) credit will be granted for college-level baccalaureate-oriented training and education, 2) vocational credit related to the student's curriculum choice will be referred for consideration to the dean of the college in which the student is enrolled, and 3) duplicate credit will be deleted. Applicability of military credit toward a particular degree is determined by the dean of the college. Additional information may be obtained from the Office of Admissions and Records.

REGISTRATION AND WITHDRAWAL

16. Advance Enrollment and On-Campus Registration — All Students

- a. Days for advance enrollment and on-campus registration are designated for each semester, term, and summer session and are published in the timetables for each term.
- b. Registration by mail: A student who advanced enrolled for the following semester and whose registration is not encumbered for any reason may register by mail. To register by mail, students must sign and return the Registration by Mail Agreement so it is received in the Office of Admissions and Records by the close of on-campus registration. Students registering by mail are provisionally enrolled in courses as shown on their advance enrollment schedule.
- c. Course enrollment: During advance enrollment and on-campus registration students may request enrollment in courses subject to conditions imposed by the colleges and academic departments.
 - (1) Although the University attempts to honor student requests for specific courses and sections, advance-enrollment scheduling is conducted in a way which will provide the greatest number of acceptable schedules for all advance-enrolled students.
 - (2) Course requests at advance enrollment and on-campus registration are accepted according to enrollment conditions imposed by the offering department. Colleges and departments reserve the right to impose enrollment prerequisites; to reassign students to other sections in a course; to withdraw students from certain courses or sections after advance enrollment and/or on-campus registration; or to cancel course offerings or sections for legitimate educational reasons (e.g., whenever minimum enrollment standards have not been met).
 - (3) Conditions for course enrollment and changes to them may be publicized in the *Timetable*, *Timetable Supplement*, or other media available to the University, and at locations where students request sectioning approval from departmental representatives.
- d. During on-campus registration, students who submit Program Request Forms, Change of Program Forms, and/or Change of Section Forms, but who fail to include complete written information which clearly identifies the course or section in which they wish to enroll, will forfeit the departmental approval to enroll which was obtained by having their name added to the course list. Consequently

such students must compete with all others who wish to add that course section after instruction begins.

- e. Students will not be admitted to class unless they have signed and submitted a Registration Agreement to the Office of Admissions and Records. (See Rule 19 on incomplete registration.)
- f. A Registration Statement of tuition, fees, and other charges will be mailed on the first day of instruction to the students who signed and submitted a Registration Agreement by the close of on-campus registration. A student's registration is not complete until the Office of Business Affairs has received this Registration Statement of Charges and Aid with the appropriate payment by the due date indicated on that statement. (See Rule 19 on incomplete registration.)

17. On-Campus Registration by Proxy — All Students

- a. An advance-enrolled student who has returned a signed registration document may have a proxy schedule, add, or drop classes by giving the proxy a copy of the student's class schedule. The student or proxy must obtain the post-registration billing statement and make arrangements for payment of the amount due on or before the date shown on the statement.
- b. An advance-enrolled student whose registration is encumbered must arrange to clear the encumbrance prior to on-campus registration and have the proxy exchange the clearance form for the registration agreement during on-campus registration and complete registration transactions.
- c. Non-advance-enrolled students and students who were encumbered may have the proxy submit the unsigned registration agreement during on-campus registration, in which case the student has until the fourth day of instruction to report to the Post-Registration Service Center to obtain a statement and sign the registration agreement; or, have the proxy make payment in full for all charges shown on the statement. The proxy cannot arrange for payment of charges by installment unless a signed registration agreement is on file.
- d. A proxy may not obtain the photo identification card for another individual. Students registered by proxy must obtain their valid identification card at the Post-Registration Service Center after the close of registration.

18. Late Registration

A. ALL STUDENTS

- 1. The individual colleges determine the latest date on which their students may register.
- 2. A student's Program Request form becomes invalid if it is not completed and deposited with a signed Registration Agreement at the Office of Admissions and Records. In addition, the Registration Statement of Charges and Aid with the appropriate payment must be submitted to the Office of Business Affairs by the due date shown on the statement.
- 3. A late registration fine of \$15 is charged all students registering later than the designated on-campus registration days in any semester.
- 4. The late registration fine may be waived upon petition in exceptional circumstances, such as serious illness or death in the immediate family, activities during the registration period which will benefit the student's academic program, or other circumstances beyond the control of the student. The petition is available at Window 26, 100 Administration Building.
- 5. Students registering in courses beginning in the middle of the semester are not regarded as registering late, provided their registration is completed before the beginning of such courses.

6. Part-time nondegree candidates whose registration is deferred by the University are not subject to the late registration fine provided their registration is completed within the time specified. (See Rule 21 on nondegree students.)
7. The late registration fine is not covered by scholarships or other tuition and fee waivers.

B. UNDERGRADUATE STUDENTS

Undergraduate students who request late registration after the fifth day of instruction in a semester, after the fourth day of instruction in a twelve-week term, after the third day of instruction in an eight-week summer session, or after the second day of instruction in a four-week course will be referred to the individual colleges for final decision.

19. Incomplete Registration — All Students

- a. Students who submit a signed Registration Agreement but fail to return the Registration Statement of Charges and Aid with the appropriate payment by the due date indicated on that statement will not have completed their registration. These students will be allowed to remain in class and complete their registration during the next fourteen calendar days (seven calendar days in an eight-week summer session). They must pay an additional charge of \$25 for failure to complete their registration by the due date indicated on the Registration Statement of Charges and Aid.
- b. At the end of the fourteen-day extension (seven calendar days in an eight-week summer session) period students who still have not completed their registration will be dropped from class and will receive no credit for the term unless their petition for reinstatement is approved, and they pay their tuition and fees, the \$25 registration extension charge, and an additional \$25 reinstatement fee.
- c. Provisionally enrolled students who fail to complete their registration are responsible for paying a nonrefundable charge for the term amounting to one-half of the service fee plus the entire Health Service Fee and the Health Insurance Fee (rounded, if necessary, to the next higher even dollar). (See Rules 16 on the Registration Statement of Charges and Aid and 36 on refunds.)

20. Number of Hours Required

A. ALL STUDENTS

1. For undergraduate, graduate, and professional students the minimum program required for receipt of maximum educational benefit payments under the Veteran's Readjustment Benefits Act of 1966, and receipt of social security benefits as a dependent is twelve hours or three units in a semester (six hours or one and one-half units in an eight-week summer session).
2. Twelve credit hours and above (three units and above) in a semester comprise a full program of study for tuition and fee assessment; in an eight-week summer session the number of hours is six and above (one and one-half units and above). (See Rule 36d on credit ranges.)

B. UNDERGRADUATE STUDENTS

1. Each student is required to pursue a normal program of studies. The number of hours varies with the college and curriculum. More or less than a normal program may be permitted only by authority of the dean of the college or designated representative. (See Rule 23 on change in study programs.)
2. Fourteen semester hours are required for Dean's List recognition. (See Rule 60 on academic honors.)

3. A student to be eligible for intercollegiate athletic participation must be making normal quantitative progress toward meeting the requirements for the student's baccalaureate degree objective and have a satisfactory cumulative grade-point average. The minimum registration in any semester for a student athlete to be eligible for intercollegiate competition is 12 semester hours.

21. Nondegree Admission and Enrollment — All Students

- a. Nondegree admission and enrollment are restricted to participants in special programs and to those with nondegree educational objectives which cannot be met at another institution. Permanent residents of the Champaign-Urbana area are given priority for nondegree admission. Applicants are expected to meet the normal minimum requirements for admission.
- b. Nondegree applicants must choose one of the two campus enrollment options:
 - (1) Summer session attendance only. Summer session only does not allow enrollment for the fall or spring term; application for readmission is necessary to be considered for the academic year enrollment pattern.
 - (2) Academic year — fall and spring semesters with summers optional.
- c. Nondegree applications must include a statement indicating the reasons for requesting admission, a list of courses the applicant desires to take, and a transcript showing the highest level of academic achievement accompanied by a list of additional courses and grades. Transcripts are not required for summer session only nondegree admission provided the applicant is a high school graduate and is in good academic standing at any previously attended collegiate institution.
- d. Applicants holding the bachelor's degree who desire to take any courses at the 400-level or 300-level courses for graduate credit must apply for graduate non-degree status regardless of the level of the other courses in which they desire to enroll. Graduate applicants should complete the "Combined Application for Admission or Readmission to the Graduate College and Application for Graduate Appointment." Undergraduate applicants should request an application for undergraduate nondegree admission. Applicants who are not U.S. citizens or permanent resident immigrants should request the appropriate application form from the Office of Admissions and Records, International Admissions Unit.
- e. Regular (part-time) nondegree students in the academic year enrollment pattern are subject to the following restrictions:
 - (1) Course enrollment requires the approval of the college (home department, at the graduate level) at the beginning of each semester and the approval of the department offering the course. The college of enrollment (home department, at the graduate level) has the privilege of terminating a continuing nondegree student's enrollment before the student's registration for any term.
 - (2) Enrollment is limited to part-time status — less than 12 credit hours of course work in any semester. (One graduate unit is calculated as equal to 4 semester hours.)
 - (3) Part-time nondegree students are ineligible for advance enrollment.
 - (4) Registration for the fall or spring term is not permitted until the fourth day of class. The late registration fine will be waived for undergraduate non-degree students registering the fourth and fifth days of classes and for graduate and professional nondegree students registering on the fourth through the tenth days of classes. Undergraduate registration after the fifth day of classes requires the written approval of the Dean of the college of enrollment.

- (5) The same grading system is applicable to the nondegree as the degree status student. Credit earned on nondegree status will not be applicable to a degree except by subsequent admission to degree status and, at the graduate and professional level, successful petition for application of such credit to the degree. A maximum of 3 units of graduate credit earned on nondegree status may be applied to a degree under these circumstances.
 - (6) To be considered for degree status enrollment, nondegree status students must reapply for admission.
- f. Persons admitted to the University of Illinois at Urbana-Champaign campus as nondegree students for participation in special programs may require regular registration privileges. The key to allowing regular registration privileges will be their categorization as "full-time" nondegree students.
 - g. Nondegree students eligible for full-time status, and thus regular registration and advance enrollment privileges, are:
 - (1) Students admitted on nondegree status for the sole purpose of participation in an off-campus program.
 - (2) Participants in the following exchange programs:
 Austrian (Study and Teaching)
 University of Barcelona (Spanish)
 French Architectural (Versailles) UPA-3
 Bristol (Elementary Education)
 Munich (Engineering)
 University of Los Andes (LAS)
 University of Los Andes (Engineering)
 Senegal
 University College of London
 University of Aston (LAS)
 University of Dundee (LAS)
 University of Sussex
 University College — Cardiff, Wales
 - (3) Students sponsored by the following U.S., foreign governmental, or private scholarship programs:
 I.I.E. Fulbright-Hays
 MUCIA-AID
 DAAD (Deutscher Akademischer Austauschdienst)
 PEATA (International Business Program for Japanese Managers and Economists, PEATA/U. of I.)
 - h. No other groups or individual students may be given the privilege of full-time nondegree status without clearance, in advance, by the Office of Admissions and Records.
 - i. Concurrent enrollees will be part-time nondegree students, ineligible for advance enrollment or regular registration, but may be able to late register the first day of classes if the college of enrollment wishes to release their registration authorization documents.

22. Registration of Listeners or Visitors — All Students

- a. A "visitor" is only a listener in the classes attended; he or she is not a participant in any part of the exercises.
- b. A student attending as a visitor only is not considered to be a student in residence.
- c. Visitors are not permitted in laboratory, military, physical education (other than theory), or studio classes.

- d. Permission to attend a class as a listener or visitor is granted only by the instructor of the class with the approval of the dean of the college concerned. Written approval must be obtained on an official Visitor's Permit available at college offices.
- e. Former students not currently registered must obtain the approval of the dean of the college in which they were last registered. Persons not previously registered obtain the approval of the dean of the college in which the course is offered. (See Rule 71 on dismissed students.)
- f. Students on "dropped" status are not eligible to visit classes. (See Rule 45 on drop rules.)
- g. Nonacademic employees of the University must secure also the recommendation of the head of the department in which they work and approval of the Director of the Urbana-Champaign Personnel Services Office.
- h. Registered students on a full fee schedule (Range I) and those who are exempt from tuition are not charged a fee for visiting classes. (See Rule 36d on credit ranges.)
- i. Persons not otherwise registered in University courses and students registered on campus on a partial program fee schedule (Range II, III, or IV), except those holding scholarships, tuition waivers, or staff appointments which exempt them from tuition for campus work, unless such scholarships are specifically limited by law to courses for residence credit only, are charged a fee of \$15 for each course attended on campus as a visitor only. The visitor's fee is waived for persons sixty-five years of age or older. Proof of age must be presented at 69 Administration Building (west basement). (See Rule 36e for refund of visitor's fee.)
- j. Students who change from credit registration to visitor status in the same course and who are not eligible for refund of tuition and/or fees for credit registration dropped are not charged the visitor's fee.

23. Change in Undergraduate Study Programs

- a. Permission to add or drop a course in a study program after registration may be obtained only from the dean of the college in which the student is enrolled. (After the freshman year, students in the College of Liberal Arts and Sciences are self advising, and no adviser's signature is required on change slips for these students.) (See Rule 25 on withdrawing with E grade.)
- b. For admission to a class after the designated registration period, a student must secure the consent of the departmental representative in charge of the course who may require the student to pass an examination in the work already covered by the class or to present other satisfactory evidence of ability to proceed with the class.
- c. The following rules apply only in the undergraduate colleges and the Institute of Aviation. (See Rule 36 on refunds.)
 - (1) New courses may be added only during the first two weeks of the semester, during the first week of an eight-week course in the fall or spring semester, or during the first week of the summer session.
 - (2) Courses, except required courses, may be dropped without academic penalty during the first eight weeks of the semester, provided that the minimum academic load required by the college is maintained. Courses may be dropped without academic penalty during the first four weeks of the summer session, or during the first four weeks of an eight-week course in the fall or spring semester. A grade of W or E will be assigned to a course dropped after these deadline dates, based on the evaluation of the circumstances by the college in which the student is enrolled.

- (3) In case of extenuating circumstances (such as illness, injury, or unusual financial pressure), a student may be permitted to drop a course without academic penalty and regardless of time if, in the judgment of the student's college, such action is warranted.
- (4) In the absence of extenuating circumstances, if a student is permitted to drop a course after the deadline indicated in (2) above, a grade of E will be assigned.
- d. Changes in sections within a course are originated by department offices on a Change of Section Form. Section changes for courses approved for duplicate registration must be processed on Change of Program Forms by the student's college office.

24. Repeated Undergraduate Courses

- a. If a student is permitted by the dean of his or her college to repeat a subject for which the student has received credit either by classwork at the University or by advanced standing previously allowed for work done elsewhere, he or she forfeits the original credit. The original credit earned in a course is not forfeited by reregistration unless the student remains registered in the repeated course to the end of the semester, term, or summer session. (See Rules 10 and 11 on transferred credit and 38c on computation of grades.)
- b. Failure to pass the repeated course does not restore the original credit, but both grades count in the graduation average if the course is one regularly acceptable toward the student's degree.
- c. If the course is again repeated, all grades received, passed or failed, are counted in the graduation average, except as indicated in Rule 52 on minimum scholarship requirements for graduation.

25. Withdrawal from Courses — Undergraduate Students

An undergraduate student who has become seriously deficient in any course, if he or she desires to withdraw from such course, may be required by the dean of her or his college to accept the grade of E for the course. The withdrawal is effected through the regular Change of Program Form, signed by the instructor in charge of the course and approved by the dean of the college concerned. The latter writes upon the Change of Program Form, "Withdrawn, accepting the grade of E," which becomes the official grade of the course. (See also Rules 23 on change in study programs and 75 on academic irregularities.)

26. Withdrawal from the University

A. ALL STUDENTS

- 1. A student who leaves the University during any semester, term, or summer session must officially withdraw from the University by filing a clearance paper. A student who is enrolled in one course and later drops that course must withdraw from the University; otherwise the course the student is pursuing will appear on his or her record as Ab (absent — counts as failure). (See Rules 28 on withdrawal for military service and 36 on refunds.)
- 2. Upon notification that the University discipline system has initiated action against a student, that student may not officially withdraw until the hearing of the case has been conducted by the appropriate disciplinary committee. (See Rule 43 on transcripts of grades.)
- 3. Withdrawal procedures are as follows:
 - (a) Obtain from the office of the dean of the college concerned a clearance paper.

- (b) Obtain on the clearance paper the signatures of the University officers as indicated by the dean.
- (c) Return the clearance paper to the dean for approval.
- (d) Deposit the clearance paper at the Records Section of the Office of Admissions and Records, 69 Administration Building.

B. UNDERGRADUATE STUDENTS

1. In cases where it is evident that an undergraduate student at the time of withdrawal is failing any or all of her or his courses, the dean may issue clearance papers with a notation on the back thereof that failing grades are to be recorded in specified courses in which the student is seriously deficient. (See Rules 25 on withdrawal from courses and 27 on withdrawal within the last three weeks of a semester or within the last two weeks of any summer session or term.)
2. At the discretion of the dean of his or her college, a student may be dropped or placed on probation for poor scholarship as of the date of her or his withdrawal. If such a student fails to file clearance papers with the Office of Admissions and Records, the dean may file them.

27. Withdrawal of Undergraduate Students within the Last Three Weeks of a Semester or within the Last Two Weeks in a Summer Session and Students Whose Status Cannot Be Determined

An undergraduate student who withdraws from the University within the last three weeks of instruction in any semester or within the last two weeks in any summer session or term, or a student whose status cannot be determined because of excused grades, may register again only on petition approved by the dean of his or her college.

28. Withdrawal from the University for Military or Other National Defense Services

A. UNDERGRADUATE AND PROFESSIONAL STUDENTS

1. Credit in Courses

- (a) Undergraduate or professional students at Urbana-Champaign who, after completing the seventh week and before completing the twelfth week of the semester, withdraw from the University in order to enter into active service with the Armed Forces of the United States or other country (including the National Guard), or other service pertaining to the national defense which is approved by the appropriate University committee and does so enter within ten days of the date of withdrawal, shall be entitled to receive, without examination, credit for one-half of each course in which they have attained a standing of C or better at the time of withdrawal. The grade reported shall be that attained in the course up to the time of withdrawal. (Grades reported below C are recorded as W (withdrawn); grades of C or higher reported in courses taken under the CR-NCR option are recorded as CR.)
- (b) Students who are members of the Active Reserve Forces (including the National Guard) called to active duty under normal training orders will not be granted academic credit for courses in which they are enrolled unless they have requested a postponement of such a period of active duty for training until the summer recess, and unless the University has received a verification that such a request was officially denied. This requirement, however, shall not apply to individuals who are called to active duty as a result of national emergency or as a result of the mobilization of the Reserve Forces (including the National Guard).

- (c) Where such withdrawal occurs upon completion of the twelfth week of the semester, or later, such student shall be entitled to receive full credit upon like conditions.
- (d) In cases where withdrawal occurs during terms of different lengths, the same credit provisions prevail, as follows:

Twelve-Week Term Half credit after six weeks; full credit after nine weeks.

Eight-Week Session Half credit after four weeks; full credit after six weeks.

(See Rule 36c on refund regulations.)

- (e) Students, irrespective of their grade in any course in which they are then registered, who withdraw from the University at any time for any of the above-mentioned reasons, shall be entitled at their discretion to take an examination for credit in the course or for credit for only the first half thereof. The usual grading system applies. (See Rule 38 on grading system.)

2. Graduation

- (a) Students who have been in residence at the University for not less than two full semesters at Urbana-Champaign, who have met all requirements for graduation (including minimum scholarship requirements) except those which they would fulfill by completing the courses for which they are registered at the time of withdrawal from the University in order to enter into active service with the Armed Forces will receive full credit in those courses and may be recommended for a degree provided they have completed the seventh week of that semester (sixth week in a twelve-week term or fourth week in an eight-week session), and provided they have a standing in the courses for which they are registered which, if maintained to the end of the semester, would satisfy the requirements for graduation. If the withdrawal occurs before the completion of the seventh week of such semester (sixth week in a twelve-week term or fourth week in an eight-week session), students may be recommended for a degree upon passing examinations covering the first half of the subject matter of the courses in which they are then registered.
- (b) A senior in good standing who at any time leaves the University to enter military service and does so enter within ten days, and who lacks no more than one-sixteenth of the total credit hours required for a degree, may, at the discretion of the college concerned and on approval of his or her major department, be recommended for such degree. But no student should be considered eligible for this privilege who has acquired hours under the provisions of Paragraph (a) above.
 - (1) "A senior in good standing" shall be interpreted to mean one whose progress during his or her University registrations has been satisfactory to the administrative officers of his or her college. Among grounds for dissatisfaction might be negligence in meeting requirements, or scholastic deficiencies.
 - (2) "At any time" shall be interpreted to mean "during any semester of residence or the interim between successive semesters." It is not intended that students who stay out of college for any semester, and who thus do not make continuous progress to their degrees, shall be eligible for the privilege extended in these rules.

B. GRADUATE STUDENTS

A graduate student who withdraws from the University at any time in order to enter into active service with the Armed Forces, or other service pertaining to the national defense as determined by the appropriate University committee, shall be entitled to receive such credit for work theretofore done by the student as the professor in charge of his or her major work and the Dean of the Graduate College, in accordance with the recommendation of the instructor or instructors in charge of the work in which he or she is registered, deem proper, these officers being guided by policies comparable to those which apply to undergraduate students who withdraw from the University in order to enter into active service with the Armed Forces, or other service pertaining to the national defense.

CORRESPONDENCE AND EXTRAMURAL COURSES

29. Correspondence and Extramural Courses

A. ALL STUDENTS

1. Correspondence courses are open to applicants who can meet the University entrance requirements and also to persons eighteen or more years of age whose applications are approved by the Head of the Guided Individual Study Section of the Office of Continuing Education and Public Service.
2. Upon completion of the junior year in an Illinois high school, qualified superior students may enroll for college credit in extramural courses or in correspondence courses. To be eligible for such enrollment, students must be recommended by their high school, and this recommendation must be concurred in by the Director of Admissions and Records, by the dean of the college concerned, and by the departments in which the course or courses are to be taken.
3. No student is permitted to register in more than three correspondence courses at one time.
4. Students enrolled for courses in residence must obtain approval of the dean of their college to enroll concurrently in correspondence courses.
5. Students who have been dropped from the University of Illinois for poor scholarship must obtain the recommendation of the dean of their college before completing an application for admission to correspondence work and before completing registration in an extramural course.
6. Students dropped from another collegiate institution must obtain prior approval of the proper authority in that institution before completing their application for admission to correspondence study.
7. Correspondence courses, under certain conditions, may be taken on a credit-no credit basis. For regulations concerning the credit-no credit option, see Rule 38e.

B. UNDERGRADUATE STUDENTS

1. After matriculation students may count toward their degree, with the approval of the dean of their college, as much as sixty semester hours of credit earned in extramural courses and/or correspondence study, provided:
 - (a) They complete all the remaining requirements for the degree in residence at the University, or
 - (b) They present acceptable residence credit for work done elsewhere and complete the requirements needed for their degree in residence at the University. In all cases, the senior year (two semesters of not less than thirty semester hours) must be done in residence at the University.

2. University of Illinois correspondence and extramural courses are not counted toward satisfying the minimum residence requirement for graduation (the last thirty semester hours), nor are they considered as interrupting University residence. (See Rule 50 on residence requirements for graduation.)
3. Students who have completed their first three years in residence in the University of Illinois at Urbana-Champaign, earning a minimum of ninety semester hours, may do all or part of their senior year in correspondence or extramural study, subject to meeting all the requirements for their degree.
4. Credit for correspondence work taken with fully accredited institutions may be allowed, but only on approval of the dean of the student's college.

C. GRADUATE STUDENTS

Credit earned in correspondence courses cannot be applied to a graduate degree, but prerequisites or deficiencies may be removed by correspondence work.

30. Procedures for Review of Instructor's Ability to Communicate in English — All Students

All academic departments are to take steps to insure that all of their instructors are able to communicate clearly in English in the classroom. However, because so many graduate teaching assistants and faculty members come from foreign countries and may have not had extensive training in English, students sometimes find it difficult to understand them. Students who find themselves in such a situation should initiate the following procedure:

- a. Immediately contact the department head or chairperson of the department in which the course is being offered to report the problem.
- b. If the department head or chairperson determines that a substantial portion of the class members are having a similar problem in understanding the instructor, a new instructor must be assigned to the class section.
- c. If it is determined that only a small minority of the students in the classroom are having problems understanding the instructor, those students should be promptly transferred to another section.
- d. The department head or chairperson should suggest to the instructor that he or she contact the Division of English as a Second Language for help.

FEES

31. Payment of Tuition and Fees — All Students

Tuition and fees assessed for any semester, term, or summer session are due and payable in full by the due date indicated on the Registration Statement of Charges and Aid. The amounts are determined by the student's residence classification, college of enrollment (also enrollment as a lower or upper division undergraduate student), and the credit range in which his or her registration falls. The privilege of paying these charges by installment may be granted by the Office of Business Affairs. A schedule of tuition and fees may be obtained at Window 26, 100 Administration Building. (See Rules 35d on credit ranges and 32 on the installment payment of tuition and fees.)

32. Installment Payment of University Charges and Delinquent Accounts — All Students

- a. The installment plan for the payment of tuition and fees, residence hall charges (single student housing only), and flight instruction fees requires that charges for each semester be collected in three installments, the first payable by the due date shown on the Registration Statement of Charges and Aid and the re-

maintaining installments payable in each of the two following months. One-half of the summer session charges is payable by the due date shown on the Registration Statement of Charges and Aid with the remainder payable during the following month.

- b. Students electing the installment plan for the payment of tuition and fees, flight instruction fees, and/or residence hall charges are assessed a finance charge of one percent of the amount deferred or a minimum charge of two dollars, whichever is greater.
- c. The installment plan does not apply to registration in extramural and correspondence courses or to specific students for whom this privilege has been denied.
- d. An installment payment of tuition and fees, residence hall charges, or flight instruction fees, and other charges to a student account are delinquent on the first day of the month following the date that payment is due.
- e. Service charge: A delinquent service charge of one percent per month or a minimum monthly charge of one dollar, whichever is greater, is added to delinquent student accounts. The delinquent service charge is applied to all items charged to the student account and for which payment is delinquent. (See Rule 83 on indebtedness.)
- f. Students who have been permitted to pay their tuition and fee charges on the installment basis and later withdraw from the University or reduce their registration to a lower credit range after the established refund deadline for an academic term are liable for the full amount of tuition and fees assessed.

33. Student Health Insurance Program

- a. Students registered in University classes for residence work are charged a Health Insurance Fee to cover the cost of the University Student Health Insurance Program. Students presenting evidence of equivalent medical insurance coverage (a copy of the insurance policy or schedule of benefits) may be exempt from the payment of the student health insurance fee upon approval of a petition submitted to the University Student Insurance Office at Window 20, 100 Administration Building, no later than the final date established for a refund of tuition and fees. This may also be accomplished in the Armory (Station 7) during on-campus registration or at the Insurance Station at the Post-Registration Service Center in the Illini Union. **AN EXEMPTION MUST BE REQUESTED IN PERSON.** A signed waiver and assumption of responsibility are also required. Once waived, the exemption is continuous, and it is the student's responsibility to request reinstatement in the Student Health Insurance Program. Reinstatements may be requested at any time but are subject to approval of a statement of medical history.
 - (1) First semester insurance coverage extends to the first day of on-campus registration for the second semester.
 - (2) Second semester insurance coverage extends to the first day of on-campus registration for the summer session.
 - (3) Summer session insurance coverage extends to the first day of on-campus registration for the first semester.
- b. Married students may purchase student health insurance to cover spouses and dependent children upon application and payment of an additional premium within the first ten instruction days of the first and second semesters or the first seven instruction days of the summer session. This may be done at the Student Insurance Office, Window 20, 100 Administration Building, in the Armory (Station 7) during on-campus registration, or at the Insurance Station at the

Post-Registration Service Center in the Illini Union. Application and premium payments must be made for each semester or term. Premiums for spouses and children may not be charged to student accounts.

- c. Premiums for each semester or term in the 1982-83 school year are:
 - \$33.00 for the Student
 - \$74.00 for the Student's Spouse
 - \$25.00 for any number of children
- d. Petitions for exemption, reinstatement, and applications for dependent or extension coverage must be accomplished IN PERSON.
- e. Students who have been covered by the Student Health Insurance Program during the first semester and who do not enroll in the second semester may elect to have their student insurance extended through the second semester, up to the first day of on-campus registration for the following summer session, by paying the insurance fee. Applications for extended student health insurance coverage must be made at the Student Insurance Office, Window 20, 100 Administration Building, during the period of December 1 through the tenth instruction day of the second semester. The insured's eligible dependents may also be included in this insurance coverage, provided insurance had been purchased and effective for them in the first semester immediately prior to the second semester for which extension is requested.
- f. Students who have been covered by the Student Health Insurance Program during the second semester and who do not enroll in the summer session may elect to have their student insurance extended through the summer session, up to the first day of on-campus registration for the following first semester, by paying the insurance fee. Applications for extended student health insurance coverage must be made at the Student Insurance Office, Window 20, 100 Administration Building, during the period of April 15 through the fifth instruction day of the summer session. The insured's eligible dependents may also be included in this insurance coverage, provided insurance had been purchased and effective for them in the second semester immediately prior to the summer session for which extension is requested.
- g. Students who have been covered by the Student Insurance Program during the *summer session* and who do not enroll in the *first semester* may elect to have their student insurance extended through the first semester, up to the first day of on-campus registration for the following second semester, by paying the insurance fee. Applications for extended student insurance coverage must be made at the Student Insurance Office, Window 20, 100 Administration Building, during the period July 15 through the tenth instruction day of the first semester. The insured's eligible dependents may also be included in this insurance coverage, provided insurance had been purchased and effective for them in the summer session immediately prior to the first semester for which extension is requested.
- h. Students totally exempt from payment of the Student Health Insurance Fee, and therefore not eligible for these benefits and services, are:
 - (1) Persons registered for doctoral thesis research in absentia.
 - (2) Persons registered in off-campus courses for 0 credit.
 - (3) University employees registered at the request of their department in 0 credit courses especially established to improve the work of the employee.
 - (4) Staff members who are registered as students and who are eligible for the mandatory State of Illinois Employees Insurance Program.

34. Health Service Fee

- a. Students registered in University classes for residence work are charged a \$57 Health Service Fee to cover the cost of health services provided by the campus McKinley Health Center and to fund a substantial portion of the operation of the Psychological and Counseling Center. Fall semester coverage extends to the first day of spring semester classes; spring semester coverage extends to the first day of summer session classes; summer session coverage extends to the first day of fall semester classes. Dependents of students (spouses and dependent children) are ineligible for health services at the McKinley Health Center unless they are registered University students.
- b. Students who were covered by University health services during the second semester and who do not enroll in the summer session may extend their eligibility for McKinley Health Center services through the summer by paying an additional \$76 fee. Application for extended McKinley Health Service coverage for the summer session must be made at 115 McKinley Hospital.
- c. McKinley Health Center services are not available on an extended basis for either the first or second semesters.
- d. Students totally exempt from paying the Health Service Fee, and therefore not eligible for these benefits and services, are:
 - (1) Persons registered for doctoral thesis research in absentia.
 - (2) Persons registered in off-campus courses for 0 credit.
 - (3) University employees registered at the request of their department in 0 credit courses especially established to improve the work of the employee.
 - (4) Staff members who are registered as students and who are eligible for the mandatory State of Illinois Employees Insurance Program.

35. Tuition and Service Fee for Employees of the University, Allied Agencies, and Others

- a. Unless otherwise exempted by Board of Trustees authorization, the payment of tuition and fees is required of academic employees of the University or allied agencies under appointment for less than 25 percent of full-time services, and of nonacademic employees under appointment for less than 50 percent of full-time services.
- b. For tuition and fees assessment purposes, a staff appointment must be to an established position for a specific amount of time and a salary commensurate with the percentage of time required, and it must require service for not less than three-fourths of the academic term. A term is defined as running from the first day of registration through the last day of final examinations. Three-fourths of a term is defined as ninety-one days in a semester and forty-one days during the eight-week summer session.
- c. Students who resign their staff appointments, or whose appointments are cancelled before rendering service for at least three-fourths of the term, become subject to the full amount of the appropriate tuition and fees for that term unless they withdraw from University classes at the same time or before the appointment becomes void, or they file a clearance form for graduation within one week following the resignation date.
- d. Staff tuition and fees privileges do not apply to students employed on an hourly basis in either an academic or nonacademic capacity, or to persons on leave without pay. University employees appointed to established civil service positions whose rates of pay are determined by negotiation, prevailing rates, and union affiliation are not considered as paid on an hourly basis and are entitled to the same tuition and fees privileges accorded to other staff members under the regulations.

e. Tuition and fee waivers are not granted for the Executive MBA Program, or other self-supporting programs.

f. Nonacademic Employees

- (1) Nonacademic employees in a status appointment or in an appointment designed to qualify for status in an established class (e.g., Trainee, Intern, etc.) may be granted waiver of tuition and the service fee in any regular courses for not to exceed
 - six credit hours or two courses in a semester or quarter if on a full-time appointment
 - four credit hours if on a 75 percent to 99 percent time appointment
 - three credit hours if on a 50 percent to 74 percent time appointment provided that (1) they meet conditions and eligibility for admission as prescribed by the Office of Admissions and Records, (2) are not students defined in Civil Service Rule 7.7c, and (3) have approval by their employing department of enrollment and of a “make-up” schedule to cover any time in course attendance during their regular work schedule.
- (2) The waiver of tuition also applies to any additional hours of registration by employees which keep them within the same fee assessment credit range. If an employee’s total registration is in a higher range than authorized above, he or she must pay the difference between the waiver authorization and the higher range in which his or her total registration places him or her. (See Rule 36d on credit ranges.)
- (3) Nonacademic employees in a Status, Learner, Trainee, Apprentice, or Provisional appointment may enroll without payment of tuition and service fee in regular courses directly related to their University employment for not to exceed ten credit hours per semester provided that they have made application and received prior approval for enrollment as required by procedures issued by the Director of Nonacademic Personnel and set forth in *Policy and Rules — Nonacademic*.

g. Academic Employees

Tuition and service fee are waived for:

- (1) All faculty and academic professional employees (excluding graduate assistants) of the University on appointment for at least 25 percent of full-time service, provided the appointments require service for not less than three-fourths of a term (as defined in b above). This waiver also applies to staff members of the Athletic Association, Alumni Association, University of Illinois Employees Credit Union, Levis Center, University of Illinois Foundation, and the Illini Publishing Company, whose positions are considered equivalent to academic positions of the University.
- (2) Graduate teaching and research assistants of the University and academic equivalent employees of approved affiliated agencies on appointment for at least 25 percent but not more than 67 percent of full-time service, if approved for a waiver by their sponsoring unit. Their appointments must require service for not less than three-fourths of the term (as defined in b above). Those on appointment for 68 percent or more of full-time service pay tuition at the in-state rate and are eligible for waiver of the service fee only if approved for a waiver by their sponsoring unit. Caution: assistantship appointments are cumulative. For example, if a person holds two appointments, a 25 percent and a 50 percent assistantship appointment, he or she is ineligible for a tuition waiver.
- (3) Academic staff members emeriti.

h. Other Categories of Students

- (1) Holders of tuition waiver scholarships.
- (2) Holders of graduate tuition and fee waivers awarded by the Graduate College.
- (3) Holders of grants or contracts from outside sponsors which provide payments to cover the total cost of instruction.
- (4) Cooperating teachers and administrators who receive an assignment of practice teachers, who receive assignment of students meeting the clinical experience requirement in teacher education curricula, or who cooperate in research projects related to teacher education, are exempted for one semester, quarter, or summer session for each semester, quarter, or equivalent service rendered within two consecutive semesters. The exemption shall apply to the semester, quarter, or summer session of registration, as designated by the student, which is concurrent with, or following, the term of service, but must be applied no later than one calendar year from the end of the term of service. Concurrent registration on more than one campus of the University or in University extramural courses constitutes one semester, quarter, or session of eligibility for exemption. A similar waiver is authorized for cooperating librarians, school-nurse teachers, social welfare field supervisors, recreation field supervisors, health and education field supervisors, speech pathology supervisors, and physicians who participate without salary in the instructional program of the Schools of Basic Medical Sciences and Clinical Medicine.

i. The service fee only is waived for:

- (1) Students registered in absentia.
- (2) Students registered in approved off-campus courses and study-abroad courses.

j. Summer Term or Summer Session

Students holding academic appointments to the close of the final term of an academic year either as employees or fellows, and for whom tuition and/or the service fee have been provided through waiver or through cash payment by an outside agency, are entitled to a waiver of the same kinds of tuition and fees for the summer session or summer term immediately following, provided they hold no appointments during that summer session. Students holding summer session appointments as fellows or as employees are subject to such tuition and fees as would be assessed in accordance with the principles expressed above.

36. Refunds — All Students

a. Cancellation of Registration

Students who sign and return a Registration Agreement and later decide not to attend the University may cancel the agreement up to 5 p.m. on the first day of classes.

- (1) To cancel a Registration Agreement, students must send a request for cancellation to the Office of Admissions and Records, 10 Administration Building. If the request is received in the director's office by 5 p.m. on the last day of on-campus registration, the student's registration agreement will be cancelled and the student will not be charged tuition and fees.
- (2) Students who have not attended any classes may cancel their registration agreement up to 5 p.m. on the first day of classes in an academic term if they obtain the approval of their college dean or designated representative. Normal clearance procedures required by Rule 26 must be followed. To be relieved of the obligation to pay appropriate tuition and fees, students who

cancel their registration agreement must surrender their permanent I.D. card and/or the individualized validation label which will accompany their statement of tuition and fees. These items must be returned immediately upon receipt of the statement to the fee assessor at Window 25, 100 Administration Building, or by mail addressed to the University of Illinois, Office of Admissions and Records, Fee Assessor, 10 Administration Building, 506 South Wright Street, Urbana, IL.

- (3) Once students have attended a class, they may not cancel their registration agreement. If they leave the University, they must officially withdraw from the University as required by Rule 26. Refunds of students who withdraw from the University are governed by paragraph b. below.

b. Withdrawal from the University

A student who has been charged tuition and/or fees for any academic term and later withdraws from the University for reasons other than active military service or other approved national defense service, during any refund period, shall be assessed a nonrefundable charge in the sum of one-half of the service fee plus the Student Health Insurance Fee and the Health Service Fee (rounded if necessary to the next higher even dollar) or \$30, whichever is greater. The student who withdraws continues to be covered by student health insurance and is eligible to receive McKinley Health services, if fees for insurance and health services were paid, until the close of the term. Students who have been exempted from the payment of these fees will have the nonrefundable charge reduced by the amount of the appropriate fee(s). Refund periods are as follows:¹

(1) IN A SEMESTER, TWELVE-WEEK TERM, OR ELEVEN-WEEK SUMMER LAW PROGRAM

(a) *Full refund*, except for the nonrefundable charge, during the first ten days of instruction.

(b) No refund thereafter.

(2) IN AN EIGHT-WEEK SUMMER SESSION

(a) *Full refund*, except for the nonrefundable charge, during the first seven days of instruction.

(b) No refund thereafter.

(3) UNIVERSITY TERMS OF DIFFERENT LENGTHS

For University terms of different lengths of time, refund periods are determined proportionately in accordance with the above principles.

c. Withdrawal for Military and Other National Defense Service

In cases of withdrawal for active duty in the Armed Forces or other approved national defense service under the circumstances described in Rule 28, special refund provisions have been adopted by the University as follows:

(1) *Withdrawal prior to credit allowance*, full refund, except for the nonrefundable Student Health Insurance Fee.

(2) *Withdrawal during half-credit period*, half refund, except for the nonrefundable Student Health Insurance Fee.

(3) *Withdrawal during full-credit period*, no refund.

d. Reduction of Program

Students who reduce their registration to a lower credit range receive a refund of the full amount of the difference in tuition and fees specified for such schedules provided the changes are made during the periods designated above for

¹ In cases of extenuating circumstances, such as medically documented serious illness or injury, exceptions to these refund periods may be made by the Director of Admissions and Records, acting on a petition submitted by the student. Petition forms are available at 69 Administration Building (west basement).

refund of tuition and fees in case of withdrawal from the University. Thereafter, no rebate is allowed. Credit ranges for registration and fee assessment have been established as follows:

	SEMESTER	TWELVE-WEEK TERM AND ELEVEN-WEEK SUMMER LAW PROGRAM¹	EIGHT-WEEK SESSION
<i>Range I</i>	12 hours and above; 3 units and above	9 hours and above; 2¼ units and above	6 hours and above; 1½ units and above
<i>Range II</i>	Above 5 but less than 12 hours; above 1¼ but less than 3 units	Above 4 but less than 9 hours; above 1 but less than 2¼ units	Above 2½ but less than 6 hours; above ¾ but less than 1½ units
<i>Range III</i>	Above 0 through 5 hours; above 0 through 1¼ units	Above 0 through 4 hours; above 0 through 1 unit	Above 0 through 2½ hours; above 0 through ¾ unit
<i>Range IV</i>	0 credit	0 credit	0 credit

e. Incomplete Registration

Students who fail to complete their registration must pay the nonrefundable charge in the sum of one-half of the Service Fee plus the Student Health Insurance Fee and the McKinley Health Service Fee, or \$30, whichever is greater. (See Rule 19 on incomplete registration.)

f. Visitors

A person registered as a visitor who desires to withdraw receives a full refund of the visitor's fee, if originally charged, provided he or she makes personal request for a refund at the Office of Admissions and Records within the refund period for any semester, term, or summer session. Thereafter no refund is made. (See Rule 22i on visitor's fee and paragraph b above on refund periods.)

g. A student who withdraws from a flight-training or glider course receives a refund of the full flight-training, glider, or Aviation course fees during the first ten days of instruction in a semester or the first seven days of instruction in the eight-week summer session. Thereafter no refund is made.

h. Students Dismissed

Tuition and fees of a student dismissed from the University during any term are refunded on the same basis as indicated above in Paragraph b for a student who withdraws from the University with permission. (See also Rule 71 on dismissed students.)

i. Students Indebted to the University

Students indebted to the University at the time of withdrawal will have the amount owed deducted from the rebate.

j. SEAL Fund (Students for Equal Access to Learning)

Students registered on campus pay a \$4 fee during each registration to supplement existing financial aid for needy students. A refund is available during the seventh and eighth weeks of instruction in a semester to those students who do not desire to participate. Refunds are given at the Office of Business Affairs, 100 Administration Building.

¹ One-half the credit amounts indicated for the eleven-week program apply in Ranges I, II, and III for students registered in the five and one-half week summer law terms.

k. **SORF (Student Organization Resource Fee)**

Students registered on campus pay a \$3 fee during each registration to support the Student Legal Service and to help fund programs and/or services of registered organizations. A refund is available during the fifth and sixth weeks of instruction in a semester to those students who do not desire to participate. Refunds for the summer session are available during the fifth and sixth week of instruction in the eight-week summer session. Refunds are given at the Office of Business Affairs, 100 Administration Building.

l. **Student Government Fee**

Students registering on campus for the fall semester are assessed a mandatory nonrefundable \$1 fee for the support of student government.

GRADES

37. Reporting on Academic Work — Undergraduate Students

- a. College faculties may require reports from each instructor during each semester, at times designated by the dean, upon the work of all freshmen and unclassified students and, if called for by the dean, upon all other students whose work is presumably below C.
- b. Reports of midsemester grades are required upon the work of all freshmen.

38. Grading System

- a. Faculty members have the responsibility to provide the University with an individual evaluation of the work of each student in their classes. Final course grades are entered on the student's permanent University record at the close of each semester, term, or session. (See Rule 37 on midsemester grades and reporting on academic work of certain students.)
- b. The University of Illinois grading system is as follows:
 - (1) *Courses in all colleges except the College of Law*
A = excellent; B = good; C = fair; D = poor (lowest passing grade); E = failure, including courses dropped for academic irregularities (see Rule 75); Ab = absent from the final examination without an acceptable excuse (counts as a failure). If a student is absent from a final examination, and it is clear that taking that examination could not have resulted in a passing grade for the course, a grade of E may be given instead of Ab.
Plus and minus grades are not authorized with these grades.
 - (2) *Courses in the College of Law*
In addition to the above grades, instructors in the College of Law are authorized to assign grades of B+ and C+.
- c. **Computation of Scholastic Averages**

(1) NUMERICAL VALUES

For numerical computation of scholastic averages, the following values are designated: A = 5.0; B+ = 4.5; B = 4.0; C+ = 3.5; C = 3.0; D = 2.0; E and Ab = 1.0.

(2) UNDERGRADUATES

A uniform method for calculating undergraduate grade-point averages has been established for all undergraduate colleges on the Urbana-Champaign campus. These averages are calculated on the basis of all courses attempted for which grades and credits are assigned and which carry credit in accordance with the *Courses Catalog*. Since courses offered by the religious foundations on or near the Urbana-Champaign campus are not official Uni-

versity courses and are not included in the *Courses Catalog*, the grades earned in such courses will not be included in the calculation of any grade-point averages. Grades of S, U, CR, NC, and Pass are reported on the official University transcript but are not included in the grade-point averages since grade-points are not assigned to these letter grades. This method of calculation is used to determine honors, probation and drop status, financial aid and scholastic awards, and transfer between colleges on this campus. For the purpose of computing a grade-point average for graduation, only the grades received in those courses counting toward the degree, including grades in repeated courses, are included in the average. (See also Rules 52 on minimum scholarship requirements and 10c for the special method used to determine eligibility for transfer into the University.)

(3) GRADUATES

In calculating the grade-point average of a graduate student only courses taken for unit credit and with grades of A through E are included in the computation. To be eligible for an advanced degree a graduate student must have a grade-point average of at least 3.75. Some departments require a higher average.

d. Other Symbols in Use

Other symbols in use, which are not included in computation of averages, are:

W — Approved withdrawal without credit.

Ex — Temporarily excused. Approved extension of time to complete the final examination or other requirements of the course. Applies to both undergraduate and graduate students. (Entitles the student to an examination later without fee, or to additional time to complete other requirements of the course. The final grade must be reported on the Supplemental Grade Report Form.)

(1) UNDERGRADUATE STUDENTS

Only the dean of the student's college may authorize such extension of time in individual cases. A grade of "excused" which is not removed by the end of the first eight weeks of instruction in the next semester in which a student is enrolled on the Urbana-Champaign campus becomes the grade of E. (Consult the *Timetable* for exact date.) If the student receiving the excused grade does not reenroll on the Urbana-Champaign campus, the excused grade, if not removed, becomes an E after one calendar year. With the approval of the dean of her or his college, the student who has not made up an "excused" examination may be withdrawn from the course retroactively provided such withdrawal is completed before the grade of "excused" automatically becomes a grade of E. In exceptional cases, a student who, because of absence for active military service, physical disability, or other sufficient cause, is unable to comply with the rule by removing the Ex grade within the specified time may be granted a limited extension by the dean of her or his college. A student whose status cannot be determined because of "excused" grades may register again only with the approval of the dean of her or his college. (See Rules 27 on registration of students with excused grades and 46 on deferment of a final examination.)

(2) GRADUATE STUDENTS

An "excused grade" must be replaced by a letter grade no later than the end of the next semester in which the student is registered,

or it automatically becomes an E grade. If the student does not enroll the following term (semester or summer session), the excused grade becomes an E after one calendar year. Reasonable extensions of time are granted by the Graduate College for a justifiable reason. (See Rule 46 on deferment of a final examination.)

- CR — Credit earned. To be used only in courses taken under the credit-no credit grading option. (Instructors report the usual letter grades. Grades of A, B, and C will automatically be converted to CR.)
- NC — No credit earned. To be used only in courses taken under the credit-no credit grading option. (Instructors report the usual letter grades. Grades of D, E, or Ab will automatically be converted to NC.)
- Df — Grade temporarily deferred. To be used only in those thesis, research, and special problems courses extending over more than one semester which are taken by graduate students as preparation for the thesis and by undergraduate students in satisfaction of the requirements for graduation with honors, and in other *approved courses which extend over more than one semester*.

Requests for approval to use the Df grade in courses which extend over more than one semester, and which therefore require postponement of the final grade report, must be submitted in writing by the executive officer of the department offering the courses to the Dean of the college for concurrence. A copy of the approval will be sent to the Office of Admissions and Records which maintains a list of all courses approved for the Df grade.

Graduate students: The symbol Df in courses other than thesis (499) must be converted to a permanent grade no later than the end of the next semester in which the student is registered. If no grade change is submitted within that period, the Df will be converted to an E. The Df symbol for thesis courses (499) stands indefinitely until a Supplemental Grade Report Form is submitted by the adviser at the completion (successful or unsuccessful) of the thesis.

- S — Satisfactory, and
- U — Unsatisfactory. To be used only as final grades in graduate thesis research courses, in graduate and undergraduate courses given for zero credit, and in other courses which have been specifically approved by the head or chairperson of the department concerned, with concurrence of the college dean. A current list of courses which have received such approval is maintained in the Office of Admissions and Records. **THE FACT THAT A PARTICULAR COURSE OR A SECTION OF A COURSE WILL BE OFFERED ON THE S/U BASIS MUST BE CLEARLY ANNOUNCED IN THE TIMETABLE ALONG WITH OTHER PERTINENT COURSE OR SECTION INFORMATION.**
- O — Outstanding. To be used only as a final grade in Medical Sciences courses.
- Pass — To be used only in courses passed by special or proficiency examinations. (A minimum grade of C is required to pass.)
- Fail — To be used only in courses attempted but not passed by special examination. (Failures in proficiency examinations are not reported. However, some departments keep records which may prohibit the student from retaking the examination.)

e. The Credit-No Credit Grading Option

This credit-no credit grading option is designed to encourage student explora-

tion into areas of academic interest which they might otherwise avoid for fear of poor grades. All students considering this option are cautioned that many graduate and professional schools consider applicants whose transcripts bear a significant number of nongrade symbols less favorably than those whose transcripts contain none or very few. Likewise, in computing a preadmission grade-point average, some of these schools may convert the NC symbol to a failing grade since they do not know whether the actual grade was a D, E, or Ab.

A. ALL STUDENTS

- (1) Credit-no credit courses are not counted toward the grade-point average but are included as part of the total credit hours.
- (2) Instructors are not informed of those students in their classes who are taking work under the credit-no credit option, and they report the usual letter grades at the end of the course. These grades are automatically converted to CR or NC.
- (3) Grades of C or better are required in order to earn credit.
- (4) Final grades of CR or NC (for credit or no credit) are recorded on the student's permanent academic record and subsequently will not be changed to letter grades.
- (5) Correspondence course students may elect the credit-no credit option prior to completion of one-eighth of the lessons contained in the course; however, should they desire to return to a letter grade, an amended credit-no credit form must be filed prior to completion of one-half of the lessons.
- (6) Courses taken under the credit-no credit option, either in residence or in correspondence, may be dropped only in accordance with the normal procedures for dropping courses.

B. UNDERGRADUATE STUDENTS

- (1) Any undergraduate student in good academic standing (not on probation) may elect the credit-no credit system. Students not in residence, but enrolling in correspondence courses, may elect the credit-no credit option provided they are in good academic standing.
- (2) To elect the credit-no credit option, students must obtain the approval of their adviser or, in the case of a correspondence course, their adviser or college office.
- (3) Students who go on probation after enrolling must change their program to eliminate the credit-no credit option.
- (4) A maximum of eighteen semester hours earned under the credit-no credit option may be applied toward a degree at the Urbana-Champaign campus of the University. A correspondence course taken on a credit-no credit basis will be included in the eighteen semester hour maximum credit-no credit limit allowed. A full-time student may take a maximum of two courses each semester under the credit-no credit option. Part-time students may take one course each semester under this option. Summer session students may take one course under the credit-no credit option.
- (5) Any lower or upper division course may be chosen under the credit-no credit option except courses used to satisfy the University's general education requirements, or in courses designated by name or area by the major department for satisfying the major or field of concentration, or those specifically required by name by the college for graduation.

- (6) In cases of subsequent change of major or field of concentration, courses previously taken under the credit-no credit option in the new field may qualify for meeting major requirements.
- (7) Undergraduate students must exercise the credit-no credit option for a course taken in residence only during on-campus registration, within the first eight weeks of instruction in a semester, during the first four weeks of an eight-week course taught in a fall or spring semester, or during registration or within the first four weeks of instruction during the summer session. Students may elect to return to the regular grade option by filing an amended request within the first eight weeks of instruction in a semester, within the first four weeks of instruction in an eight-week course taught during a semester, or within the first four weeks of instruction during the summer session. The credit-no credit option form must be properly approved and deposited in the college office. (See paragraph A(5) above for correspondence courses.)

C. PROFESSIONAL STUDENTS

- (1) Students in the Colleges of Law and Veterinary Medicine, under the credit-no credit option, may elect undergraduate courses not required as part of the professional curriculum.
- (2) Professional students may elect the credit-no credit option only during advance enrollment, during on-campus registration, within the first eight weeks of a semester, within the first four weeks of an eight-week course taught in a fall or spring semester, or within the first four weeks during the summer session. Students may elect to return to the regular grade basis by filing an amended request within the first eight weeks of instruction in a semester, within the first four weeks of instruction in an eight-week course taught during a semester, or within the first four weeks of instruction during the summer session. The credit-no credit option form must be properly approved and deposited in the college office. (See paragraph A(5) above for correspondence courses.)

D. GRADUATE STUDENTS

- (1) Graduate students may elect the credit-no credit option only during advance enrollment, during on-campus registration, or through the last day allowed for dropping a course without academic penalty. Students may elect to return to the regular grade basis by filing an amended request by the deadline date for dropping a course without academic penalty as indicated in the Graduate College calendar. The credit-no credit option form must be properly approved and deposited in the college office. (See paragraph A(5) above for correspondence courses.)
- (2) The student's adviser must approve the election of this option in accordance with the policy established by the major department.
- (3) At least two units of credit with grades of A through D must be earned on this campus for every unit of credit earned under the credit-no credit option.

39. Procedures for Review of Alleged Capricious Grading — All Students

- a. The following procedures are available only for review of alleged capricious grading, and not for review of the judgment of an instructor in assessing the quality of a student's work. Capricious grading, as that term is used herein, constitutes only any of the following: (1) the assignment of a grade to a particular student on some basis other than performance in the course; (2) the assignment of a grade to a particular student by resort to more exacting or de-

manding standards than were applied to other students in that course; (3) the assignment of a grade by a substantial departure from the instructor's previously announced standards.

- b. A student who believes a semester grade in a course is improper and the result of capricious grading should first confer promptly with the instructor of the course or, if the instructor is unavailable, with the head of the department. If the student and the instructor are unable to arrive at a mutually agreeable solution, the student may file an appeal within one month after the start of the next semester to an elected committee consisting of faculty and, at the option of the academic unit, graduate teaching assistants of the unit offering the course. If the academic unit is too small to accommodate a committee of this type, the appeal will be directed to a similarly constituted committee of the school or college. If the instructor of the course is a member of the committee, that instructor shall be disqualified from the consideration of that appeal.
- c. The student shall file his or her appeal by submitting to the committee a written statement particularizing the basis for her or his allegation that a grade was improper and the result of capricious grading, and presenting any supporting evidence she or he may have. The appeal shall be dismissed if: (1) the allegations, if true, would not constitute capricious grading; (2) the appeal was not timely; or (3) the student has not conferred with the instructor or, if the instructor is unavailable, with the head of the department.
- d. If the appeal is not dismissed, the committee shall submit a copy of the student's written statement to the instructor of the course with a request that the instructor promptly submit a written response thereto. If, upon the basis of these papers, it appears that the dispute may be attributable to inadequate or incomplete communication between the parties, the committee may arrange to meet with the student and instructor to discuss the problem.
- e. If such a meeting is not held or, if held, such meeting does not result in a mutually agreeable solution, the committee shall proceed to hold a fact-finding session concerning the allegations set forth in the appeal. Both the student and the instructor shall be entitled to be present throughout this session and to present any relevant evidence, including testimony by other persons. The student and instructor may each be accompanied by a person to assist them in presenting evidence. The session shall not be open to the public.
- f. At the close of the session, the committee shall deliberate privately. If a majority of the elected committee, or a majority of those remaining if the instructor is disqualified under procedure b above, shall find the allegation of capricious grading to be supported by substantial evidence, the committee shall proceed to determine the most appropriate remedy. The committee may direct the instructor to grade the student's work anew or to give the student a new examination in the course, or may take such other action as will bring about substantial justice in the individual case. However, except in the most extraordinary circumstances the committee should not award the student a new grade in the course. The decision of the committee shall be final, and shall be reported in writing to the student, instructor, and the departmental office.
- g. The committee is not authorized to reprimand or otherwise take disciplinary action against the instructor. Evidence put before the committee shall be admissible in any disciplinary proceedings which may thereafter be undertaken against the instructor, but the disciplinary body shall make an independent determination of whether that evidence and any other information before that body constitutes sufficient proof of the conduct charged.
- h. None of the established procedures available to the instructor to raise grievances

before the Faculty Advisory Committee or alleged violations of academic freedom before the Senate Committee on Academic Freedom and Tenure shall be abridged or affected by the actions of the committee. (See Rule 75 on academic irregularities.)

40. Grade Corrections — All Students

A grade incorrectly reported on a student's grade roster may be changed by the instructor concerned with the approval of the executive officer of the department in which the course is offered. (Exception: an Ab grade may be changed to a letter grade only with the additional approval of the dean of the college in which the student is registered.) The regular supplemental grade report form is used to report the changed grade; all copies of the form must be submitted to the student's college office.

STUDENT RECORDS

41. Student Records Policy — All Students

Interim Guidelines and Regulations for Implementation of the Family Educational Rights and Privacy Act of 1974: On November 13, 1974, the Board of Trustees authorized the President of the University to promulgate guidelines and regulations for discharge of the University of Illinois obligation under the Act and to identify the responsibility for its implementation. These Revised Interim Guidelines and Regulations are issued pursuant to that authorization. They may be amended or supplemented from time to time in the light of any further amendments to the Act, final regulations thereunder, and authoritative interpretations. Full compliance with the Act is University policy.

I. RESPONSIBILITY FOR IMPLEMENTATION

Except as otherwise provided in these Revised Interim Guidelines and Regulations, the responsibility for implementation of the Act is assigned to the Chancellor. Among these responsibilities are:

- A. publication of parents' and students' rights and procedures under the Act;
- B. publication of the types of records kept and the names of the persons in charge;
- C. notification to students of directory information categories which may be released without the student's consent in each individual instance;
- D. notification of a reasonable period of time during which currently enrolled students may indicate that any or all items of directory information should not be released without the student's prior consent.

The Chancellor shall designate persons to perform these necessary functions.

II. DEFINITION OF STUDENT

For the purposes of the Act "student" is defined as a person who is or has been in attendance at the University of Illinois, and for whom the University maintains education records or personally identifiable information. The definition includes on-campus, extramural, and correspondence or work students, as well as alumni.

III. DEFINITION OF STUDENT EDUCATION RECORD

- A. Under the Act, each student has the right to inspect his or her education records. Education records are those records, files, documents, and other materials which contain information directly related to the student and are maintained by the University or by a person acting for the University.

- B. So-called working notes are not regarded as the student's education record unless such notes are recorded for others to view.
- C. Furthermore, under the Act, students do not have access to the following:
 - 1. parent's financial records;
 - 2. law enforcement records;
 - 3. medical, psychiatric, or similar records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in such capacity and in connection with the treatment of the student; provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice;
 - 4. confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended.

IV. DEFINITION OF DIRECTORY INFORMATION

- A. For currently enrolled students, directory information includes the student's name; addresses; telephone numbers; college, curriculum, and major field of study; class level; date of birth; dates of attendance and full/part-time status; eligibility for membership in registered University honoraries; degrees, honors, and certificates received or anticipated; weight and height if she/he is an athletic team member; participation in officially recognized activities and sports, and institutions previously attended.
- B. For former students, directory information may include the student's name; date of birth; last known addresses and telephone numbers; college; curriculum and major field of study; dates of attendance and full/part-time status; class level; honors; certificates or degrees earned at the University and the date(s) conferred; weight and height if she or he was an athletic team member; participation in officially recognized activities and sports; and institutions previously attended.

V. ACCESS TO STUDENT RECORDS

A. Students

A student's record shall be made accessible to the student requesting access to her or his record within a reasonable time, but in no case more than forty-five days after the request for access has been made. (See Chapters VI, VII, and VIII of this document.)

B. Parents (including legal guardians)

Copies of student records will not be provided to parents without the student's prior written consent; however, parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954, may be granted access to the student's record without such consent under the following procedures:

- 1. Any parent who in writing states that he or she is the parent of a student who was claimed as an exemption at the time of the filing of the last Federal income tax statement may be sent a copy of the offspring's transcript upon payment of the regular fee.
- 2. Any parent who in writing states that he or she is the parent of a dependent student (as defined in 1 above) may be given the same access to other records pertaining to the offspring as that available to the student.

C. Others

1. A student's record may be released to others with the prior written consent of the student, specifying the records to be released, the reasons for such release, and to whom, with a copy of the records to be released to the student if desired. In addition, a student's record may be released in compliance with judicial order, or pursuant to any lawfully issued subpoena, provided the student is notified of all such orders or subpoenas in advance of compliance therewith.
2. Otherwise, personally identifiable records of students may be released without the student's consent only:
 - (a) to other University officials, including faculty "who have legitimate educational interests";
 - (b) to officials of other schools or school systems in which the student intends to enroll, upon condition that the student is notified of the transfer, receives a copy of the record if desired, and has an opportunity for a hearing to challenge the content of the record;
 - (c) to those representatives of the Federal government and the State who are identified in the Act, provided that any data so released is not to include information (including social security numbers) which would permit the personal identification of the students unless otherwise specifically provided by Federal law;
 - (d) in connection with the student's application for, or receipt of, financial aid;
 - (e) to State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
 - (f) to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer required for the purpose for which it is conducted;
 - (g) to accrediting organizations in order to carry out their accrediting functions;
 - (h) by the Dean of Students or the Emergency Dean on duty, designated to act in an emergency to protect the health or safety of the student or other persons.
3. Records may be released, with or without the student's consent, to a third party only on the condition that the recipient will not permit others to have access to the personal information without the written consent of the student. With the exception of institutional officials described under C2(a) above, persons desiring access to a student's record must sign a written form, available for inspection by the student and the official responsible for the record maintenance, indicating specifically thereon the legitimate educational or other interest for which the information is sought.
4. Custodians of records and other record maintenance personnel shall

have access to student records while performing the record-keeping function, without the necessity of executing access forms.

VI. REGULATIONS FOR RECORD CUSTODIANS

1. A student's request to see her or his record must be granted within a reasonable period of time, but in no case more than forty-five days after the request for access has been made.
 - (a) Students do not have access to financial records of parents.
 - (b) Students do not have access to law enforcement records.
 - (c) Law enforcement officers do not have access to education records of students (Chapter V.C.1 and 2).
 - (d) Students do not have access to medical or psychiatric records (Chapter III.C.3).
2. Confidential letters of recommendation received prior to January 1, 1975, are not subject to student access if used only for the purpose for which they were specifically intended.
3. Students or persons applying for admission may be permitted to sign a waiver of their right of access to confidential letters of recommendation received on or after January 1, 1975, respecting admission, application for employment, or receipt of an honor or honorary recognition. Waivers cannot be required as a condition for admission, financial aid, or any other services or benefits from the University. A student supplying such a waiver will, upon request, be notified of the names of all persons making confidential recommendations.
4. Requests by the University for letters of recommendation will not be solicited with University assurance of confidentiality and will include notice that confidentiality cannot be assured by the University, in view of the provisions of the Act.
5. Letters of recommendation submitted without University assurance of confidentiality will be considered a part of the student's record, and subject to student access as required by the Act.
6. At regular registration or within five days thereof, students have the right to request that directory information be kept confidential. Such request will be in force until the first day of classes of the next semester or Summer Session. On the fifth day following the end of the regular registration period, all directory information that has not been placed in a confidential category by students may be released without the student's consent in each individual instance.
7. Students have the right to a reproduction of their records. A charge not to exceed \$1 per page may be made for this service. For retrieval of reproduction of computerized records, full administrative data processing costs may be charged. Offices that charge the students are to keep in mind the regulations in Chapter 6 of *Business Procedures Manual* on "Sales and Cash Collections."
8. A written record of access requests that have been processed must be maintained.
9. Every effort should be made to verify or correct any information that the student believes is misleading, inaccurate, or otherwise in violation of the student's privacy or other rights. If a dispute cannot be settled by the custodian, the student may request the appropriate dean, director, or her or his designee to resolve the matter.

If the conflict cannot be resolved at that level, the student may request a hearing before a panel appointed by the Chancellor.

VII. CLASSIFICATION, LOCATION, AND CUSTODIANS OF STUDENT RECORDS

- A. Records available to students fall within the following three classifications:
1. Biographic data — include but not limited to
 - (a) Name and addresses of student
 - (b) Student's I.D.
 - (c) Name and address of parent(s) or guardian(s)
 2. Application data — include but not limited to
 - (a) High school transcript
 - (b) Class rank and test scores
 - (c) Transfer courses and grades
 - (d) Solicited and unsolicited correspondence
 - (e) Summary of interviews and/or auditions
 3. Matriculation data — include but not limited to
 - (a) New student test results
 - (b) Cumulative record of courses
 - (c) Grades and other evaluations
 - (d) Proficiency, probation, and other related information
 - (e) Summary of conferences
 - (f) Fellowship and assistantship appointment records
 - (g) Irregular attendance reports
 - (h) Honors received
 - (i) Disciplinary records including sanctions, if any
- B. Student records and record custodians are located as follows:
1. Admissions and Records, Office of: Director, 178 Administration Building
 2. Agriculture, College of: Associate Dean, 104 Mumford Hall
 3. Applied Life Studies, College of: Associate Dean, 107 Huff Gym
 4. Aviation, Institute of: Chief, Maintenance Training, Airport
 5. Basic Medical Sciences and Clinical Medicine, Schools of: Assistant Dean, 190 Medical Sciences Building
 6. Administrative Information Systems and Services, Urbana-Champaign Office of: Assistant Director, 54 Administration Building
 7. Commerce and Business Administration, College of: Associate Dean, 214 David Kinley Hall
 8. Communications, College of: Associate Dean, 119 Gregory Hall
 9. Continuing Education and Public Service, Office of: Associate Director, 103 Illini Hall
 10. Dean of Students
 - (a) Career Development and Placement, Office of: Director, 2 Fred H. Turner Student Services Building
 - (b) International Student-Staff Affairs: Director, 331 Fred H. Turner Student Services Building
 - (c) Health Service: Director, 195 McKinley Health Service

- (d) Health Professions Information, Office of: Director, 2 Fred H. Turner Student Services Building
- (e) Psychological and Counseling Center: Director, 206 Fred H. Turner Student Services Building
- (f) Student Financial Aids, Office of: Director, 420 Fred H. Turner Student Services Building
- (g) Student Services: Dean, 130 Fred H. Turner Student Services Building
- 11. Education, College of
 - (a) Undergraduate Programs Office: 130 Education Building
 - (b) Coordinator of Graduate Study: 120 Education Building
 - (c) Educational Placement Office: 17 Education Building
- 12. Engineering, College of: Associate Dean, 207 Engineering Hall
- 13. Fine and Applied Arts, College of: Associate Dean, 114 Architecture Building
- 14. Graduate College: Assistant Dean, 314 Administration Building
- 15. Labor and Industrial Relations, Institute of: Assistant to the Director, 205 Labor and Industrial Relations Building
- 16. Law, College of: Registrar, 207 Law Building
- 17. Liberal Arts and Sciences, College of: Associate Dean, 270 Lincoln Hall

When appropriate, college offices may refer students to departmental offices.

- 18. Library Science, Graduate School of: 410 David Kinley Hall
- 19. Military Education Council
 - (a) Air Force Aerospace Studies, Department of: Commandant, 230 Armory
 - (b) Military Science, Department of: Commandant, 107 Armory
 - (c) Naval Science, Department of: Commandant, 236 Armory
- 20. Social Work, School of: Assistant Director, 1207 West Oregon
- 21. Student Discipline, Senate Committee on: Executive Director, 314 Fred H. Turner Student Services Building
- 22. Veterinary Medicine, College of: Associate Dean, 137 Veterinary Medicine

VIII. PROCEDURES FOR STUDENTS

- A. Gaining access to the record:
 - 1. Go to designated office for help in locating record(s) ;
 - 2. Make written request to the custodian(s) of the record(s) ;
 - 3. Examine records.
- B. Challenging the contents:
 - 1. If a student's challenge cannot be satisfied by the record custodian, the student may appeal to the following, or his or her designee:
 - (a) law students, Dean of the College of Law ;
 - (b) veterinary medicine students, Dean of the College of Veterinary Medicine ;
 - (c) medical students, Dean of the School of Basic Medical Sciences ;
 - (d) graduate students, Dean of the Graduate College ;

- (e) undergraduate students, Dean of the college regarding academic matters; Dean of Students regarding nonacademic matters.
- 2. If no resolution can be effected, the matter will be referred to the Chancellor's hearing panel.

IX. THE HEARING

A. General principles:

1. Request for a hearing must be specific to a record, be submitted in writing, and include an explanation or justification of the request for a hearing.
2. Once a hearing has been held in accordance with some other University activity by a duly constituted board or committee, no additional hearing on the content of a record will be allowed. The existing hearing processes (capricious grading, student disciplines) already provide for an opportunity to add, correct, or otherwise modify that record.
3. After consultation with appropriate student and faculty groups, the Chancellor will appoint a hearing panel.
4. Decisions reached by the hearing panel will be final; there is no further appeal within the University.

B. Guidelines for hearing panel. Hearing panels shall operate in accordance with the following guidelines:

1. Hearings will not be open to the public.
2. Neither party, nor representatives thereof, shall serve on the panel.
3. Decisions of the hearing panel will be by majority vote.
4. Results of the hearing will be communicated in writing to the student and the custodian.

X. NOTIFICATION OF PARENTS AND STUDENTS

Notification of parents and students regarding these guidelines and regulations will be through those campus media most likely to reach the greatest numbers. Among them will be the following:

Staff Notes

Illiniweek

Daily Illini

Illinois Alumni News

Code on Campus Affairs and Regulations Applying to All Students

Illi Notes

Dads Illini

XI. DISPOSAL OF INACTIVE RECORDS

With the exception of placement office files, the permanent ledger file and ADP machine-processible records useful for research purposes, all student records shall be reviewed within five years of the last academic term in which they were considered active files. At the time of this review, files should be cleared of all correspondence, interview notations, and other items of short-term significance. All records other than placement files and the permanent ledger file should be destroyed¹ on or before the tenth anniversary of their withdrawal from active status.

¹ Destroyed subject to approval and procedures of the University Archivist or Federal and State laws. In any case, records will be inaccessible for normal use.

43. Transcripts of Courses and Grades — All Students

1. Students who have paid their University fees and charges are entitled to receive, upon written request, a transcript of their academic records. Upon graduation, or withdrawal from the University, students with outstanding loans will not be issued a transcript until they have completed an exit interview with the Office of Business Affairs. Each transcript includes a student's entire academic record to date and current academic status. Partial transcripts are not issued. The charge for transcripts is \$2 per copy. The charge for written certification of attendance, degrees, or other data is \$1 per copy. The charge for same-day service is \$5 for the first transcript or certification with the regular fee applying to extra copies ordered at the same time.
2. Transcripts of Students for Whom Possible Disciplinary Action Is Pending
Transcripts issued at the request of students for whom possible disciplinary action is pending are followed by a corrected transcript issued without charge to the original recipient showing the final status in the event that the student involved is pending are followed by a corrected transcript issued without charge to the University of Illinois until the student appears before the appropriate hearing body, or is dismissed from the University as a result of the pending action.
3. Release of Transcripts during Final Examinations
Under ordinary circumstances, transcripts will not be released during the period of final examinations and two weeks thereafter in order to allow for the recording of final grades for the term. (See Rule 44 on Release of Student Information.)
4. Description of Information Appearing on Transcripts
 - (a) Student Status
A student's status is determined on the basis of his or her academic performance and conduct and is noted on every official transcript above the validating signature in the lower right-hand corner.
 - (b) Credit
 - (1) Undergraduate credit is recorded in semester hours. Each semester hour represents one fifty-minute period of classroom work each week for the duration of one semester of fifteen weeks (two periods of classroom work per week during an eight-week summer session), or the equivalent in laboratory, field work, or approved independent study.
 - (2) Graduate credit is recorded in semester units and is identified by a lozenge (◊) immediately following the credit entry. Each semester unit of graduate work is considered equivalent in quantity of classroom work to four semester hours.
 - (c) Transfer Credit
 - (1) *Undergraduate credit* earned at another accredited university or college and accepted by the University of Illinois is recorded in semester hours as a listing of titles of completed courses. Grade values are not indicated. Total accepted transfer credit is indicated parenthetically in the course number column on the last line of the entry. The student's cumulative grade-point average earned in courses completed at another institution is recorded below the listing of transfer credit.
 - (2) *Graduate credit* earned at another accredited university or college and accepted by the University of Illinois is recorded in units and identified by generic name and the academic discipline to which it applies. The grade value of accepted transfer credit is indicated as "Sat.," for satisfactory, without differentiation by letter grade. Total accepted transfer credit is indicated parenthetically in the course number column on the last line of the entry.

5. Information Appearing on All Transcripts

- (a) Student's name
- (b) Social security number
- (c) Date entered University
- (d) Address at the time of entrance
- (e) Residency status for tuition assessment purposes
- (f) Birth date
- (g) Parent, guardian, or spouse's name and his or her address at the time of the student's admission
- (h) Degree and the date graduated from the University of Illinois
- (i) Recognition as a James Scholar
- (j) Honors recognition — Bronze Tablet, Dean's List
- (k) High school units and name and location of high school of graduation — Rank and percentile based on six semesters of high school credits if the student enters at the undergraduate level.
- (l) For students admitted at the graduate level the name of the college/university from which they graduated with the degree conferred and date awarded is entered.
- (m) Courses, hours of credit, and grade-point average are listed by semester.
- (n) When a student changes his or her college and/or curriculum of enrollment, the new college and/or curriculum is recorded on the student's record in the semester in which the change is effective.
- (o) When a student withdraws during a term, the withdrawal date is recorded on his or her record at the end of the term.
- (p) When a student begins the registration process by returning a signed registration agreement and does not cancel that agreement by 5 p.m. on the first day of classes, or does not arrange to pay tuition and fees due by the tenth day of class, or withdraws, the registrar will record this fact on the student's permanent record.
- (q) If a student is not currently enrolled and has earned 90 or more semester hours in residence at the University of Illinois at Urbana-Champaign, uninterrupted by any work in another institution, credit earned elsewhere and submitted to the Office of Admissions and Records for the purpose of fulfilling degree requirements will be evaluated and recorded on his or her permanent record. The official transcript must be sent directly from the institution attended and accompanied by a letter from the student requesting the credit be added to his or her record for degree purposes.

6. Course Numbering System

100-199 are intended primarily for freshmen and sophomores although they may be taken by juniors and seniors. In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.

200-299 are intended for undergraduate students who satisfy the published prerequisite(s), if any. In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.

300-399 are intended primarily for juniors, seniors, professional, and graduate students who satisfy published prerequisite(s), if any. Only graduate students and certain seniors with Graduate College approval may receive graduate credit (expressed in units).

400-499 are available for professional and graduate students, and certain seniors with Graduate College approval to register for graduate credit (expressed in units).

Prior to 1948, undergraduate and law courses were numbered 1 to 99; graduate courses were numbered 100 and above.

7. Classification of Undergraduate Students

<i>Semester Hours Earned</i>	<i>Class Standing</i>
------------------------------	-----------------------

0-29.....	Freshman
30-59.....	Sophomore
60-89.....	Junior
90 or more.....	Senior

8. Grade Symbols Used on the Transcript

The grading system is described in Rule 36.

E (Immediately preceding the course number.) Credit earned in courses conducted by University faculty members and directed primarily to a continuing education audience.

R (Immediately preceding the course number.) Graduate resident credit earned in *extramural* off-campus classes conducted by regular University faculty members.

X (Immediately preceding the course number.) Credit earned in *correspondence* courses conducted by regular University faculty members and administered by the Division of University Extension.

(Immediately preceding the grade.) An official grade *correction*.

* (Immediately following a credit entry.) Credit earned by proficiency or special examination.

** (Immediately following a credit entry.) Grade E has replaced grade Ex because of student's failure to comply with time limitations specified (see "Ex" under Significance of Grades, Section V).

□ (Immediately following a credit entry.) Graduate credit in units. Prior to September 1960, graduate credit was identified in the credit column by the typed word "units" at the beginning of posting of graduate work.

Ⓔ (Immediately preceding a course number.) Honors course as certified by the University Honors Program.

44. Release of Student Information and Academic Records

A. ALL STUDENTS

1. To Agencies or Persons outside the University

The following policies and procedures govern the release of student information by the Office of Admissions and Records to persons outside the University.

- (a) Except when requested by the student during on-campus registration or within the first five days of classes to hold such information confidential until the first day of classes of the following semester, the University may release by telephone or in writing without the student's consent information concerning former or currently enrolled students which appears in student directories and publications which are available to the public. For currently enrolled students, this information includes the student's name; addresses; telephone numbers; college, curriculum, and major field of study; class level, date of birth, and dates of attendance and full/part-time status eligibility for membership in registered Uni-

versity honoraries; degrees, honors, and certificates received or anticipated; weight and height if he or she is an athletic team member; participation in officially recognized sports; and institutions previously attended. For former students, this information may include the student's name; date of birth; last known addresses and telephone numbers; college, curriculum, and major field of study; dates of attendance and full/part-time status; class level; honors, certificates, or degrees earned at the University and the date(s) conferred; weight and height if he or she was at athletic team member; participation in officially recognized activities and sports; and institutions previously attended.

- (b) Transcripts are released only by written request to whomever a student or former student designates.
- (c) Upon written authorization of the student concerned, representatives of outside agencies, including governmental agencies, may see student records in the Office of Admissions and Records, or such information may be sent to them. The listing, on a document bearing the student's signature, of the University of Illinois as a reference which may be contacted, will be considered as written authorization by the student.
- (d) The Director of Admissions and Records may release student academic information to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- (e) The Director of Admissions and Records may release student academic information in the interest of financial assistance without written student consent.
- (f) Copies of student records will not be provided to parents without the student's prior written consent; however, parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954, may be granted access to the student's record without such consent under the following procedures:
 - (1) Any parent who in writing states that he or she is the parent of a student who was claimed as an exemption at the time of the filing of the last Federal income tax statement may be sent a copy of the offspring's transcript on the payment of the regular fee.
 - (2) Any parent who in writing states that he or she is the parent of a dependent student (as defined in 1 above) may be given the same access to other records pertaining to the offspring as that available to the student.

2. To Agencies or Persons within the University

- (a) All requests to the Administrative Information Systems and Services, Urbana-Champaign Office of, from individuals, departments, and/or groups of departments, except the offices of the President, the Vice-Presidents, the Chancellor, or Bureau of Institutional Research, for data based on confidential records of students in a particular college, must first be cleared through the appropriate college office.
- (b) Requests involving students in more than one college must be cleared through the Director of Admissions and Records.

3. Grade Reports

Reports of final grades for each semester and summer session are furnished to undergraduate students in good standing and to all graduate and professional students. (See Paragraph B2 below regarding undergraduate students dropped from the University or placed on academic probation.)

4. Credentials Presented from Other Sources

All credentials presented for admission or readmission to the University of Illinois become the property of the University and are not subsequently released to the student or to another individual or institution.

B. UNDERGRADUATE STUDENTS

1. Scholastic Progress of Students

Professional staff members in the college offices or academic departments may discuss with parents or guardians the scholastic progress of their sons or daughters.

2. Notification of Drop or Probationary Status

One copy of notification of drop or probation status for scholarship is sent by the college office to undergraduate students. Students are requested to share this copy with their parents or guardians. (See also Rule 45 on probation and drop rules.)

SCHOLASTIC REQUIREMENTS

45. Academic Progress

A. ALL STUDENTS

The progress of the student toward a degree is the concern of the dean of the college in which the student is enrolled. A student whose progress is unsatisfactory is subject to action by the dean of the college in which he or she registered under general provisions adopted by the faculty.

B. UNDERGRADUATE STUDENTS

The following probation and drop rules apply in all undergraduate colleges on the Urbana-Champaign campus. They do not apply in the Institute of Aviation, the Graduate College, or the professional Colleges of Law and Veterinary Medicine. (See Rule 44B on notification.)

1. Probationary status serves as a warning to the student that unless his or her scholarship improves, he or she is subject to the drop rules.
2. Probation and drop rules are based on the University of Illinois semester average or on one of the following averages that governs graduation: (1) University of Illinois cumulative average; (2) combined average of the University of Illinois grades and grades in transfer courses. (See Rule 38c on computation of scholastic averages.)
3. Probation Rules

The following regulations shall be used to determine a student's probationary status, provided drop rules do not apply:

(a) **BEGINNING FRESHMEN (LESS THAN TWELVE SEMESTER HOURS COMPLETED AT TIME OF ADMISSION)**

A beginning freshman who does not earn at least a 3.0 (C) average in his or her first semester or summer session is placed on a 3.0 probation for the next semester or summer session in which the student is registered. (Code: P1)

(b) **STUDENTS OTHER THAN BEGINNING FRESHMEN**

- (1) A student whose cumulative average is 3.0 or better and who does

not earn at least a 3.0 average in any semester or summer session is placed on a 3.0 probation for the next semester or summer session in which he or she is registered. (Code: P2)

(2) A student whose cumulative average is 2.75 to 2.99 inclusive is placed on 3.25 probation. (Code: P3)

(3) A student whose cumulative average is less than 2.75 is placed on a minimum 3.33 probation. (Code: P4)

(4) A student may be placed on a "probationary status" at any time when in the judgment of the college, his or her scholastic record warrants such action. Likewise, the probation rules may be waived when, in the judgment of the college, a student's scholastic record indicates that the warning provided by the probationary status is unwarranted. (See Rules 26B on withdrawal from the University and 7B2 for admission of students on probation.) (Code: P5)

(c) Scholastic probationary status at the University of Illinois may not be cleared by attendance at another institution except by special action of the dean of student's college.

(d) Transfer work which averages below C level may result in a student being placed on probation if the combined average does not reflect a 3.0 standing.

4. Drop Rules

The following regulations shall be used to determine if a student is to be dropped from the University.

(a) A student is dropped if he or she fails to earn at least a 2.0 (D) average in any academic semester (not including summer session). (Code: D1)

(b) A student on probation who fails to meet his or her established probation level is dropped unless he or she has achieved at least a 3.0 average or better for that semester and his or her cumulative average is at least 3.0. (Code: D2)

(c) A student who fails to make satisfactory progress toward a degree is dropped. (Examples would be the repeated failure of a required course or failure to meet other conditions for continuation in the curriculum. See Rules 7B2 for readmission of dropped students, and 27 on registration of students with excused grades.) (Code: D3)

(d) A nondegree or part time student who fails to complete the conditions of admission or continuation. (Code: D4)

Note: The drop rules may be waived, when in the judgment of the student's college, his or her scholastic record warrants such action.

C. VETERINARY MEDICAL STUDENTS

The following probation and drop rules apply to students of the College of Veterinary Medicine:

1. Probation Rules

(a) Grade-point averages used to determine probation and drop status will include only grades received in courses in the professional curriculum and elective courses approved by the college. (Code: P1)

(b) A student shall be placed on probation for the next semester or summer session for which he or she registers if his or her average for any semester falls below 3.0. (Code: P2)

2. Drop Rules

- (a) If at the end of a semester on probation a student has failed to be removed from that status, the student will be dropped from the college and University for poor scholarship. *Exception:* a *first-year* student who is placed on probation at the end of the *first* semester and who fails to be removed from that status at the end of the following semester may be permitted to advance to the second year after successful petition to the faculty. However, if at the end of the first semester of the second year the student's cumulative grade point average is less than 3.0, the student shall be dropped from the college and University. (Code: D1)
- (b) A student shall be dropped from the college if he or she fails to pass at least 12 semester hours in any one semester, or, if enrolled in fewer than 12 semester hours, he or she fails to pass in all of his or her courses. (Code: D2)
- (c) A student whose cumulative grade-point average falls below 3.0 at the end of the second year of the curriculum will be dropped from the college for poor scholarship. (Code: D3)

EXAMINATIONS

46. Final Examinations

A. ALL STUDENTS

1. *Elimination of final examinations:* Final examinations will be given during the scheduled final examination period for each course, except in a course which has a character that renders a final examination unnecessary or impracticable. The head or chairperson of the academic department in which the course is offered determines when a final examination is not required.
2. *Change in final examination schedule:* The Schedule of Final Examinations for the Institute of Aviation and all colleges (except Law and Veterinary Medicine) is prepared and published by the Office of Admissions and Records. Instructors must give final examinations at the time specified in the Schedule of Final Examinations unless a change is approved *in advance* by the Vice-Chancellor for Academic Affairs. Requests for change should be submitted through the executive officer of the department in which the course is offered and the dean of the appropriate college.
3. *Take-home final examinations:* If take-home final examinations are assigned, they are to be submitted at the time and date of the regularly scheduled final examination. If instructors wish to depart from this practice, they must follow the procedure for changing the final examination schedule as outlined in the preceding item.
4. *Students having more than two examinations in any twenty-four-hour period:* No student should be required to take more than two examinations which begin in any twenty-four-hour period. Any student having more than two examinations scheduled in any twenty-four-hour period is entitled to rescheduling as follows: The student must investigate whether a conflict examination is being held at another time for any of the examinations involved. If a conflict examination has been scheduled for any of the courses, the student must take one or more of these conflict examinations. If no conflict examinations have been scheduled, the student should contact the instructor of the course having the largest number of students. That instructor must provide the make-up examination.
5. *Conflicts:* Noncombined examinations always have precedence over combined

examinations, and departments giving combined-sections examinations must provide "conflict examinations" if required.

National actuarial examinations take priority over campus final examinations. Faculty members must offer "conflict" examinations to students scheduled to take national actuarial examinations and *final* examinations at the same time.

B. UNDERGRADUATE STUDENTS

1. Undergraduate students must obtain the approval of the dean of their college to defer a final examination. Undergraduate students who must miss a scheduled examination should report this fact to the dean of their college as soon as possible and before the examination period.
2. For satisfactory reasons, they may be "excused" by the dean of their college and examined later by their instructor. Absence from a final examination for any other cause is reported as a final grade of "absent" in the course and counts as a failure. (See Rule 38d on Ex grade.)

C. GRADUATE STUDENTS

1. Graduate students who are unable to take a final examination at the scheduled time or to complete other requirements of a course must make individual arrangements with the instructor.
2. Approval of this deferment by the Dean of the Graduate College is not required. (See Rule 38d on Ex grade.)

47. Special Examinations — Undergraduate Students

- a. Special examinations may be given only in courses taken in residence at the University of Illinois or in University of Illinois correspondence courses in which a failing grade (E, Ab, or NC) has been received.
- b. Special examinations may be had only upon the recommendation of the head or chairperson of the department concerned or of some person duly authorized by the chairperson, and with the approval of the dean of the college in which the student is enrolled.
- c. Special examinations in correspondence courses must be approved by the Head of the Guided Individual Study Section. Students who have been registered for campus work must also obtain the approval of the dean of their college.
- d. The Office of Admissions and Records is authorized to issue permits for special examinations to registered students and to persons who are not registered in the University at the time but who are candidates for degrees from the University of Illinois and who have no more than ten semester hours to complete for their degrees. A student attending as a visitor only is not considered to be a student in residence.
- e. Special examinations in courses which have been failed and proficiency examinations for advanced standing may be taken by graduating seniors at any time designated by the instructor within the time limits of Paragraph f below. (See also Rule 9 on proficiency examinations.)
- f. A student who has completed the work of a semester is considered to be still under registration for the purposes of this rule for fifteen days after the close of the final examination period, except that a student who has completed the work of the second semester or the summer session is considered to be still under registration for the purpose of this rule up to the end of the registration period for the fall semester.
- g. Students who have been dropped from the University are not eligible to take special examinations unless they have been readmitted.

- h. A special examination should be taken before the end of the next semester in which the student is registered following failure in the course.
- i. No special examinations may be given until after the close of the semester or summer session in which the course was failed.
- j. A special examination in a correspondence course in which a grade of E has been received by a student *not currently registered in the University* must be taken within thirty days of the date of notification of the grade by the Correspondence Section of the Office of Continuing Education and Public Service.
- k. Special examination grades are reported as "Pass," or "Fail," but no student is given a grade of "Pass" unless he has made at least C in the examination.
- l. Grades earned in special examinations do not enter into any computation of averages. (A passing grade on a special examination does not remove the previously earned failing grade.)
- m. For each special examination a fee of \$10 must be paid *in advance*.

48. Evening, Midterm, and Hourly Examinations — All Students

The following regulations will be adhered to regarding examinations given at times other than during regular class periods. These policies do not apply to final examinations.

- a. The scheduling of an evening examination requires the approval of the departmental executive officer unless the course meets regularly on the hour and day the examination is scheduled.
- b. Examinations, except finals, given at other than regular class hours, and when the University is in session, will be scheduled between 7:00 and 10:00 p.m., on Monday, Tuesday, Wednesday, and Thursday evenings. Examinations may also be given on Friday evening or on Saturday morning when, in the opinion of the dean, exceptional circumstances appear to warrant it.
- c. Students are to be excused from one or more regular class periods for an amount of time equivalent to that required for the evening examination.
- d. Evening examinations may be given only in courses with multiple sections unless, in the opinion of the departmental executive officer, special circumstances appear to justify an exception.
- e. Conflict or make-up examinations must be arranged for those students who cannot take the scheduled evening examination due to conflicts arising from participation in any of the following activities:
 - (1) Other examinations, including special examinations, scheduled at a prior date. (In the case of two examinations being held at the same time and when it cannot be determined which instructor announced his or her examination first [e.g., both examinations announced the first day of class], conflict and make-up examinations will be offered by the instructors of both courses and the students may choose which conflict or make-up examination they wish to take.)
 - (2) Regularly scheduled performances or rehearsals.
 - (3) Regularly scheduled classes, including physical education and military.
 - (4) Sickness, regular employment, religious observances, or other extenuating circumstances. Appeal of an instructor's decision regarding the legitimacy of an excused absence may be made to the dean of the college.
- f. Conflict or make-up examinations should be held within one week of the regularly scheduled courses and examinations. If at all possible, conflict or make-up examinations should be held during the class period from which students are excused for the evening examination.

- g. A written request, indicating departmental approval (or college approval, when required) for rooms in which to conduct evening or Saturday morning examinations should be submitted to the Office of Space Utilization, Room 243 Davenport House, as far in advance of the desired date as possible.

GRADUATION REQUIREMENTS

49. Withholding Conferral of Degree — All Students

At any point prior to the conferral of the degree, the Senate Committee on Student Discipline has the right to withhold privileges of the academic community, including the conferral of the degree itself. In instances where dismissal is a possibility for disciplinary infractions, the conferral of the degree is withheld until the disciplinary action has been resolved. (See Rules 43 on transcripts of grades and 70 on bases for discipline.)

50. Residence Requirement for Graduation — Undergraduate Students

a. First Bachelor's Degree

- (1) *In addition to specific course and scholastic average requirements*, each candidate for a bachelor's degree from the University at Urbana-Champaign must spend either the first three years, earning not less than ninety semester hours, or the last year (two semesters, or the equivalent), earning not less than thirty semester hours, in residence on the Urbana-Champaign campus, uninterrupted by any work in another institution. (See Rule 29 on correspondence and extramural courses and Rule 43q on recording credit completed elsewhere.)
- (2) A person who wishes to obtain a degree in a given semester but is not eligible to take courses that semester on the Urbana-Champaign campus without applying for readmission must apply to the Director of Admissions and Records for readmission to the campus for the purpose of obtaining a degree. Students who are on drop status may not graduate until they have been readmitted to their college.
- (3) Credit earned by Advanced Placement is included in the first ninety semester hours and is not considered as interrupting residence. (See Rule 9 on proficiency examinations.)
- (4) Only those courses which are applicable toward the degree sought may be counted in satisfying the above minimum requirements. (See Rules 54 on physical education credit, 55 on religious education credit, and 56 on foreign language credit.)
- (5) Either three twelve-week terms or four eight-week sessions are the equivalent of two semesters.
- (6) Students transferring from the Chicago Circle campus to Urbana-Champaign as candidates for degrees must satisfy the residence and academic requirements for graduation established for the curriculum entered on the Urbana-Champaign campus.
- (7) Credit allowed toward graduation for completion of courses of study offered by the religious foundations located in Urbana-Champaign are not counted as interrupting residence or toward satisfying minimum residence requirements for graduation. (See Rule 55 on religious education credit.)
- (8) A student who requests that the residence requirement for graduation be waived should complete and submit a petition to the dean of her or his college who will take action on the petition.

- (9) Attendance at another institution under the CIC Program or participation in the University of Illinois Foreign Study Programs or the Study Away from Campus Programs for which students are registered in Urbana-Champaign courses does not interrupt residence, and credits earned through these programs are counted as residence credit toward graduation, provided that within the last two years of study at least thirty semester hours have been earned in courses taken on the Urbana-Champaign campus.
- (10) Concurrent attendance at the University of Illinois and another collegiate institution does not interrupt University of Illinois residence for graduation.
- (11) Transfers from community or junior colleges must, after attaining junior standing, earn at the University of Illinois or any other approved four-year institution at least sixty semester hours acceptable toward their degree, in addition to meeting the usual residence requirement for a degree from the University of Illinois. (See Rule 11 on community and junior college credit.)
- (12) A student attending as a visitor only is not considered to be a student in residence.

b. Second Bachelor's Degree

- (1) A student who has received one bachelor's degree may be permitted to receive a second bachelor's degree from the University of Illinois at Urbana-Champaign provided all specified requirements for both degrees are fully met and provided also that the curriculum offered for the second degree includes at least the final thirty semester hours which are earned in residence at the Urbana-Champaign campus and not counted for the other degree.
- (2) The second bachelor's degree may be earned either concurrently with or subsequent to the first degree.
- (3) Candidates for a second bachelor's degree from the University of Illinois must meet the same residence requirement as for the first degree. If any of the first three years of credit has been transferred from another institution, the student must spend the last year (two semesters, or the equivalent) earning a minimum of thirty semester hours in uninterrupted residence on the Urbana-Champaign campus.
- (4) Only those courses which are acceptable toward the degree sought may be counted in satisfying the above minimum requirements. This includes the thirty additional hours required for the second degree.

51. Residence Requirement for Degree of Juris Doctor (J.D.)

In addition to specific course and scholastic average requirements, each candidate for the degree of Juris Doctor (J.D.) from the University of Illinois at Urbana-Champaign must study law in residence at an approved law school for a minimum period equal to ninety full weeks.

52. Minimum Scholarship Requirements for the Bachelor's Degree

- a. All candidates for a degree must have at least a 3.0 (C) average on all University of Illinois credits counted for graduation requirements and at least a 3.0 average on the combined transfer and University of Illinois credits counted for graduation requirements. Certain colleges have established higher scholastic graduation requirements for specific curricula. (Grades in courses taken at the other campuses of the University are counted as transferred.)
- b. Where a course has been repeated, both the original and subsequent grades are included in the average if the course is acceptable toward graduation but the

credit is counted only once. An original failing grade is not removed from the student's record for a course subsequently passed by special examination. (See Rule 24 on repeated courses.)

- c. Students at the Urbana-Champaign campus who do not meet the requirements stated above may graduate if they have the minimum grade-point average calculated by either of the following alternate methods:
 - (1) Exclude courses in which grades of D or E have been recorded not to exceed a total of ten semester hours completed prior to the last thirty hours of work completed at the University of Illinois, Urbana-Champaign campus, and counted for graduation requirements, *or*
 - (2) A grade average of no less than 3.1 for the last sixty semester hours of work counted for graduation requirements and completed at the University of Illinois, Urbana-Champaign campus, except in those curricula where a higher scholastic graduation requirement is specified.
- d. Each college office, on request, informs the student regarding the scholarship regulations of that college.

53. English Requirement for Graduation — Undergraduate Students

- a. Satisfactory proficiency in the use of English is a requirement for all undergraduate degrees awarded at the Urbana-Champaign campus of the University. This proficiency can be certified by the satisfactory completion of a one-semester, 4-hour course of either Rhetoric 105 or 108 or by the satisfactory completion of the two-semester, 6-hour sequence of Speech Communication 111 and 112 (Verbal Communication). A student may also satisfy the English requirement for graduation by achieving a sufficiently high score on the ACT English Subtest or on the SAT Verbal Test.
- b. If the academic credentials of a transfer student do not indicate fulfillment of course work equivalent to the University of Illinois English graduation requirement, the student may be administered the Rhetoric Placement and Proficiency Examination, the English Placement Test (EPT), or the Transfer Writing Examination.
- c. Under certain conditions students may satisfy the English requirement for graduation through satisfactory completion of courses offered by the Division of English as a Second Language (ESL). Satisfactory completion of ESL courses (ESL 114-ESL 115) satisfies the English graduation requirement. Evidence that a student is eligible to enroll in these courses is established by a satisfactory score on the English Placement Test, a test of oral and written English administered by the Division of English as a Second Language. On the basis of this test, the student will be enrolled in the course or courses appropriate to his or her English needs.
- d. If a student's score on the EPT is higher than the proficiency level of students in ESL 115, that student must take the Rhetoric Placement and Proficiency Examination offered by the Department of English.
- e. Those students whose deficiency in English requires that they take one or more of the ESL noncredit courses (ESL 109, ESL 110, and ESL 111) are not allowed to register for a full academic program and must complete their noncredit requirements before enrolling in the ESL 114-115 sequence.

54. Credit for Physical Education — Undergraduate Students

Credit earned in physical education courses may be included in the scholastic average at the discretion of the individual colleges and may, at the discretion of the individual colleges, be included in the total hours required for graduation. Physical

education courses numbered from 100 through 110 are Physical Education activity courses. Physical education courses numbered above 110 are professional or advanced courses. (See Rule 52 on minimum graduation requirements.)

55. Religious Education Credit — All Students

- a. Credit in courses of study offered by the religious foundations located in Urbana-Champaign which have been approved by the College of Liberal Arts and Sciences Committee on Courses and Curricula is accepted by the University. Grades in these courses are not included in the student's all-University scholastic average, and the courses are not counted as interrupting residence or toward satisfying minimum residence requirements for graduation. (See Rules 38c on computation of scholastic averages and 50 on minimum residence requirement.)
- b. Registration in courses of study offered by the religious foundations located in Urbana-Champaign is limited to students of sophomore standing or above who are currently registered in University courses and who must be approved in advance by the dean of their college.
- c. A maximum of 10 semester hours of credit in these religious foundation courses may, with the approval of the dean of the college concerned, be counted toward graduation.
- d. The above credit limitations and other restrictions apply to religious foundation courses only, and not to courses offered by the University of Illinois Programs in Religious Studies.

56. Foreign Language Credit — Undergraduate Students

- a. Except as prohibited or limited by the established policy of the student's college, credit in University foreign language courses taken to remove high school entrance deficiencies may, at the discretion of the college:
 - (1) Be counted in the total hours required for graduation.
 - (2) Be accepted in partial or complete satisfaction of the foreign language requirement for the degree.
- b. Normally no more than 10 hours of proficiency credit for the study of a single foreign language at the elementary and intermediate level shall be counted for graduation in the College of Liberal Arts and Sciences. Additional credit may be granted for advanced courses emphasizing literature and language structure rather than communicative competence in the language.

57. Credit for Undergraduate Open Seminar Courses

- a. Credit in each 199 course shall be not less than one nor more than five credit hours per semester, and may vary from student to student.
- b. A student may accumulate an unlimited number of credit hours in 199 courses, but no more than 12 such hours listed on the student's transcript may be counted toward fulfilling graduation requirements, except in cases where a larger number of credit hours in 199 courses is an integral part of a formal, college-approved program of study (e.g., Individual Plans of Study, Unit I).
- c. If a specific 199 topic offering has an enrollment which averages twenty or more for the semesters in which it is offered during two consecutive academic years, the topic may be offered in the third year only if a proposal to establish it as a regular course is submitted in the normal manner promptly after the beginning of the second semester of the second year of such enrollment. The topic may be offered as 199 in the third and subsequent years (whatever the enrollment then proves to be) only until a decision is made on the proposal of a regu-

lar course. If the regular course proposal is approved, the topic may then be offered only in that form; if the regular course proposal is disapproved, the topic may not be offered again.

58. Clearance from the University — All Students

- a. All students, upon completion of the requirements for a degree, must file a clearance paper with the Records Section of the Office of Admissions and Records.
- b. The clearance procedures are as follows:
 - (1) Obtain a clearance paper from the office of the dean of the college concerned.
 - (2) Obtain on the clearance paper the signatures of the University officers as indicated by the dean.
 - (3) Return the clearance paper to the dean for approval.
 - (4) Deposit the clearance paper at the Records Section of the Office of Admissions and Records, 69 Administration Building.

59. Minimum Scholarship Requirements for Degrees in the College of Veterinary Medicine

a. Bachelor of Science in Veterinary Medicine

Students who have passed all courses in the first two years of the prescribed veterinary medical curriculum and elective courses approved by the college and who have a grade-point average of 3.0 or better in these courses will be recommended for the degree of Bachelor of Science in Veterinary Medicine.

b. Doctor of Veterinary Medicine

- (1) Students who have passed all courses in the prescribed veterinary medical curriculum and elective courses approved by the college and who have a grade-point average of 3.0 or better in these courses are eligible for the degree of Doctor of Veterinary Medicine.
- (2) If at the end of the final year of the professional curriculum a student has failed to attain an average of 3.0 in all work taken in the prescribed professional curriculum and approved elective courses which are used to compute the grade-point average for graduation, he or she may continue in the college only upon petition approved by the faculty of the college.

ACADEMIC HONORS

60. Recognition for Superior Academic Achievement — Undergraduate Students

Recognition for superior academic achievement by undergraduate students is given by the University and by the students' individual colleges and departments.

- a. Edmund J. James Scholar. Successful performance for one academic year as an Edmund J. James Scholar is recognized by the UIUC Campus Honors Council, and is recorded on the official University record as "Edmund J. James Scholar (year)." Specific criteria for appointment and recognition as a James Scholar vary from college to college.
- b. The Dean's List
 - (1) The names of eligible undergraduates who have achieved a grade-point average for a given semester in the top 20 percent of their college class will be included on a list prepared for the Dean of the College. (In the *College of Fine and Applied Arts*, the names of eligible undergraduates who have achieved a grade-point average for a given semester in the top 20 percent of all students in their curriculum will be listed.) This list is publicized

within the University and is sent to the Campus Office of Public Information for distribution to news agencies throughout the State. Names of James Scholars are preceded by an ampersand (&).

- (2) To be eligible for Dean's List recognition, students must complete successfully fourteen academic semester hours of which at least twelve must be taken for letter grade (A, B, C, D, E, Ab). Only grades in hand at the time the list is compiled will be considered in determining eligibility unless it can be established the final grade average will be above the minimum required regardless of the grade eventually received; students with Ex, Df, or missing grades will be added as soon as letter grades are received and eligibility can be determined. Credits earned during the semester through Proficiency, CLEP, and Advanced Placement Examinations may *not* be counted toward the fourteen semester-hour requirement.
- (3) Individual colleges may have modifications of the above criteria, and interested students should contact their college offices for further information.
- (4) The *College of Liberal Arts and Sciences* has entirely different eligibility requirements which are given in detail in the *LAS Student Handbook*.

c. University Honors: Bronze Tablet

Continuous academic achievement is recognized by the University by inscribing the student's name on the Bronze Tablet. To qualify, undergraduate students must:

- (1) Have at least a 4.5 (A = 5.0) cumulative grade-point average for all work taken through the academic term prior to their graduation; and
- (2) Rank, on the basis of the cumulative grade-point average through the academic term prior to their graduation, in the top 3 percent of the students in their college graduating class.

Transfer students, in addition to meeting the general rules for qualification, must satisfy two additional requirements: (1) they must have cumulative University of Illinois at Urbana-Champaign grade-point averages as high as the lowest ones listed for students in their college who qualify on the basis of having completed all of their work at the University of Illinois at Urbana-Champaign; (2) they must earn 40 or more semester hours at the University of Illinois at Urbana-Champaign through the academic term prior to their graduation.

For the purpose of this award, *college graduating class* means all students receiving bachelor's degrees from the same University of Illinois at Urbana-Champaign college between July 1 of each year and June 30 of the next.

For the purpose of this award, *academic term prior to graduation* means: for August graduates, the preceding spring semester; for October graduates, the preceding spring semester; for January graduates, the preceding summer session; for May graduates, the preceding fall semester. The list will be determined each year following the availability of grades for the fall semester.

A review of the criteria for Bronze Tablet recognition is now taking place under the general direction of the University of Illinois at Urbana-Champaign Campus Honors Council, and some changes in requirements may occur prior to the next edition of this publication.

61. Graduation with Honors

A. UNDERGRADUATE STUDENTS

Each college, with the approval of the Urbana-Champaign Faculty Senate and the Board of Trustees, prescribes the conditions under which candidates for its degrees may be recommended for graduation with honors, in recognition of

sustained intellectual achievement throughout the student's undergraduate career. These distinctions are noted on the student's baccalaureate diploma, permanent University record, and official transcripts of credits.

B. LAW STUDENTS

1. A student who has completed all of the requirements for the J.D. degree may be recommended to the University Senate for graduation with honors under the following conditions:
 - (a) *J.D. summa cum laude*: To be awarded to candidates whose cumulative grade-point average is no less than 4.75 at the time when all requirements for the degree have been satisfied.
 - (b) *J.D. magna cum laude*: To be awarded to candidates whose cumulative grade-point average is no less than 4.40 at the time when all requirements for the degree have been satisfied.
 - (c) *J.D. cum laude*: To be awarded to candidates whose cumulative grade-point average is no less than 4.25 at the time when all the requirements for the degree have been satisfied.
2. Honors are noted on the diploma and on the final transcript. All other successful candidates will be awarded the J.D. degree without designation. Requirements for honors can be changed in the future by the faculty at its discretion.

LIVING QUARTERS OF STUDENTS

62. Living Quarters of Students

A. ALL STUDENTS

Each registered student is responsible for maintaining in the Office of Admissions and Records the current addresses of her or his local residence and permanent home (or permanent mailing address) and the address of her or his parent(s), guardian, or spouse. All changes should be reported immediately to 69 Administration Building (west basement).

B. UNDERGRADUATE STUDENTS

All single undergraduate students must reside in approved housing for the entire academic year unless:

1. they are exempt by provisions of Chapter V, "Certified (Approved) Single Student Housing," Section 1.b, or
2. they are twenty-one (21) years of age by August 15 of the academic year, or
3. they have completed the required semester hours by August 15 of the academic year. (Consult Housing Division for current required semester hours.)

PROCEDURES FOR GRIEVANCES AND COMPLAINTS

63. Administrative Procedures for Complaints and Grievances of Discrimination and of Sexual Harassment of Students

A. INTRODUCTION

These procedures for students are designed to cover complaints and grievances alleging discrimination by reason of race, sex, national origin, religion, age, handicap, or status as a disabled veteran or veteran of the Vietnam era, and sexual harassment. However, in the event of overlapping jurisdictions, for example, a complaint alleging that a student has been given an improper grade because of race or sex, the student may choose to have his or her complaint

heard by other established grievance procedures; in this instance, a college's committee on capricious and arbitrary grading. The election of one forum will preclude hearing by the other.

The General University *Guidelines on Grievance Procedures for Complaints of Discrimination at the University of Illinois* are to be considered part of the grievance procedures for this campus.

A distinction is made here between a *complaint* and a *grievance*. A *complaint* is an informal and oral allegation about the dissatisfaction of a student with some situation(s) or event(s). By contrast, a *grievance* is a formal and written allegation of such action.

A grievance must be submitted within sixty (60) class days* from the time that the grievant knows or reasonably should be expected to know that the alleged act of discrimination or sexual harassment has taken place. This time limit includes time spent in efforts to resolve the matter at the informal complaint level. The burden of complying with the time limitation for filing a grievance shall be on the grievant. This time limitation may be waived by the Chancellor or his/her designee if just cause is given by either party.

In fairness to all parties involved complaints and grievances will be treated confidentially.

B. PRECOMPLAINT ADVISORY SERVICE

On this campus, there are several service offices or committees available for students. In part, the purpose of these services is to assist and advise students who have complaints and who seek information as to the procedures that might be followed.

1. In matters where students at the University believe they are being discriminated against by reason of any of the conditions covered in these guidelines, advisory and referral services are available at the Academic Affirmative Action Office. There the staff can apprise those making inquiries as to the availability of relevant campus policies and procedures relating to discrimination and equal opportunity in education or employment and relating to sexual harassment. The telephone number to call for information or assistance is 333-0885. The office location is 209 Coble Hall.
2. In addition, the Office of the Ombudsperson (119 Observatory) and the Dean of Students Office (130 Fred H. Turner Student Services Building) can be consulted. Each office contains knowledgeable staff members who can informally advise and counsel students who have a complaint.
3. The above pre-complaint advisory services do not prohibit individuals from seeking such assistance through other campus offices, student groups or individuals.

C. INFORMAL COMPLAINT PROCEDURES

1. In these procedures, informal complaints are always initiated by the complaining party and shall be directed to the person whose action is believed to have given rise to the complaint issue. In the instance of sexual harassment, the Dean of Students Office or Office of the Ombudsperson shall receive the complaint. Students must make every effort to resolve complaints by working informally with the person who is the subject of the complaint and with the Dean of Students Office or the Office of the Ombudsperson.
2. The parties may mutually agree to invite others to serve as resource persons. The use of resource persons shall not relieve either party of the responsibility for attempting to resolve the matter informally.

* These procedures parallel the procedures for faculty and academic professional staff with the exception of procedural time limits which are in class days for students rather than calendar days.

3. Informal complaint procedures, if followed in good faith by all parties, should lead to a fair and prompt solution to most problems. If, however, the complaint cannot be resolved satisfactorily, the student may file a formal grievance in writing.

D. FORMAL GRIEVANCE REVIEW PROCEDURES

1. *Filing a Formal Grievance:* In these procedures, a formal grievance is always initiated by the aggrieved party (the grievant) and directed first to the executive officer of the unit of the person who is the subject of the grievance. On occasion, the unit executive officer and the individual who is the subject of the grievance may be one and the same person. In such instances, the grievance is to be directed to that person in his/her capacity as unit executive officer (first recipient of the grievance) and to the Dean of Students Office.
2. To be effective, a grievance procedure must be fair to all parties and must lead to a definite resolution of the matter. The procedure should be no more cumbersome or lengthy than necessary to assure fairness and definitive resolutions. All cases therefore will be handled as expeditiously as is possible for fair and effective results.
3. These procedures provide two tiers of review and appeal of grievances by students and a final review and decision by the Chancellor. The Chancellor has authority for the final decision on the substance of a grievance. That decision is subject only to appeal to the President on the question whether or not established campus procedures have been followed.
4. To be considered formally, a grievance must be filed in writing with the executive officer of the unit (departmental chairperson or head; dean of college or administrative unit; director of school, institute or administrative unit; etc.) in which the grievance occurred, even though the executive officer may not be the person whose decisions or actions are being questioned.
5. The formal grievance must be as specific as possible — giving the date, time and place of the action which precipitated the grievance; stating who was involved in the action; stating what efforts were made to resolve the matter informally; giving the results of these efforts; and stating the redress sought. If the grievance is because of the actions of someone other than the executive officer of the unit, the person who is the subject of the grievance shall receive a copy of the grievance and shall be asked to respond in writing before the executive officer acts on the grievance.
6. To assist persons having difficulty in determining the proper routing of formal grievances, students may contact any of the offices previously mentioned.

E. FIRST TIER/FIRST RECIPIENT REVIEW

The executive officer will be referred to hereafter as the first recipient of the grievance. For example, if the grievance is brought by a student because of the actions of a person in an academic department, the first recipient of the grievance is the executive officer of that academic department. If the grievance is brought by a student because of the actions of a member of the administrative staff, the first recipient of the grievance is the executive officer of the administrative unit to which the staff member is assigned. If the grievance is because of the actions of the dean or director of a college, school, institute or administrative unit, or a person or a group of persons operating in the office of the dean or director, the dean or director is the first recipient of the grievance. If the grievance is because of the actions of a Vice-Chancellor or a person or group operating from or in the office of a Vice-Chancellor, the first recipient of the grievance is the Vice-Chancellor.

1. *First Recipient Response*: The first recipient of the grievance shall consider and answer the grievance in thirty (30) class days, using those consultative procedures that he/she deems appropriate. Copies of the answer to the charge will be sent to the person(s) whose actions have caused the grievance to be filed. If the first recipient fails to answer within thirty (30) class days or the first recipient's answer does not provide a resolution acceptable to either party, either party may appeal within fifteen (15) class days to the second recipient, forwarding the initial grievance and the first recipient's response.
2. *Additional Participants*: At this stage or any subsequent stage of the formal grievance procedures, either party to the case has the right to be accompanied by a representative of his or her choice.

F. SECOND TIER/SECOND RECIPIENT REVIEW

1. In the event that the formal review by the first recipient does not resolve the matter successfully, either party may appeal to the second recipient or his/her designee(s) for a formal hearing on the grievance. The second recipient of a formal grievance is the administrative officer to whom the first recipient reports (i.e., if the first recipient is a department head, the second recipient could be the director of the school or the dean. If the first recipient is a dean, the second recipient is the appropriate vice-chancellor, etc.). The second recipient of all grievances filed by graduate students wherein the first tier review has been in a department, school, or disciplinary college, shall be the Dean of the Graduate College.
2. The student must appeal in writing to the second recipient, forwarding a copy of the grievance along with the first recipient's response.
3. The second recipient or his or her designee(s) will meet the parties involved. If the problem is not resolved at this meeting, the second recipient or his or her designee(s) will consult either an appropriate standing committee at that administrative level or establish a special *Ad Hoc* Committee to hear the case.
4. When the second recipient or his or her designee(s) refers the matter to a standing or *Ad Hoc* Committee, the hearing which is held by the standing or *Ad Hoc* Committee shall be open to the grievant and all principals in the case. The grievant and principals to the case may have a representative at the hearing. Such a representative may not participate in the hearing without the approval of the Hearing Committee.
5. The appropriate standing or *Ad Hoc* Committee will be directed by the second recipient or his or her designee(s) to consider the grievance and to make recommendations to the second recipient or his or her designee(s).
6. The deliberations of the appropriate standing or *Ad Hoc* Committee will be in private and only the members of the committee will be present and participate in these deliberations. The committee shall provide for the confidentiality of its deliberation.
7. The committee's recommendation to the second recipient or his or her designee(s) shall be made available to all parties in the case.
8. Once the second recipient or his or her designee decides the matter, he or she will reduce to writing both the findings and the decision.
9. All considerations of the grievance by the second recipient, including consultative committee procedures adopted for the particular hearing and the written answer of findings and decision, must be concluded within thirty

(30) class days after the receipt of the grievance by the second recipient. If the second recipient fails to answer within thirty (30) class days or if the answer does not provide a resolution acceptable to either party, either party may appeal within fifteen (15) class days to the next level in the administrative grievance process, forwarding both grievance and the first and second recipient's responses.

G. THIRD TIER/THIRD RECIPIENT REVIEW

1. The third recipient will be the Chancellor who after consultation with the academic affirmative action officer shall render a final decision on behalf of the University. The review by the Chancellor need not be *de novo*.
2. In handling such an appeal, the Chancellor may review the case on its merits but ordinarily the review will be centered on the procedural propriety of the earlier review.
3. The decision of the Chancellor must be rendered within thirty (30) class days of the receipt of appeal. Copies of the decision will be sent to the grievant, to the first and second recipients, and to the person(s) whose actions caused the grievance to be filed.

H. APPEAL TO THE PRESIDENT OF THE UNIVERSITY ON PROCEDURAL GROUNDS

Appeals to the President of the University may be made for the purpose of reviewing the complete record for procedural propriety by either party, but the President will not review the case on its merits. The appeal on procedural grounds must be made within fifteen (15) class days of the Chancellor's decision. The President will render a decision within thirty (30) class days of receipt of the appeal.

I. FORMAL GRIEVANCES FILED BECAUSE OF THE ACTIONS OF THE CHANCELLOR

If a formal grievance is to be made because of the actions of the Chancellor, the Chancellor will consider and answer the grievance in writing within thirty (30) class days using consultative procedures he or she deems appropriate. If the Chancellor fails to answer within thirty (30) class days or if the Chancellor does not provide a resolution acceptable to the grievant, the grievant may appeal within fifteen (15) class days to the President of the University. The President shall review the grievance on its merits and render a decision within thirty (30) class days. Copies of that decision will be sent to the grievant and to the Chancellor. The President's decision shall be final in all cases.

J. RECORDKEEPING REQUIREMENTS AND RETALIATION PROHIBITION

1. *Required Recordkeeping:* We are required by federal regulations to keep a listing of all grievances filed within the campus and it shall be the responsibility of the unit executive officer who is the first recipient of the grievance to notify, in writing, the Director of Academic Affirmative Action of each formal grievance within five (5) class days of its filing. The Director of Academic Affirmative Action will retain all records of grievances filed by students.
2. *Retaliation Prohibition:* Neither the complainant/grievant nor the person who is the subject of the complaint/grievance shall in any way harass, intimidate, or otherwise take reprisals against any person participating in this process.

SEXUAL HARASSMENT POLICY

64. University of Illinois Statement on Sexual Harassment

I. Definition

Sexual harassment is any unwanted sexual gesture, physical contact, or statement, which a reasonable person would find offensive, humiliating or an interference with his or her required tasks or career opportunities at the University.

II. Policy

The University of Illinois will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study.

In order to assure that the University is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case by case manner.

The University will respond to every complaint of sexual harassment reported.

III. Procedures for Complaints of Sexual Harassment

Individuals who believe they have been harassed sexually should first seek the advice of their Academic Dean, their Supervisor, the Dean of Students, the Assistant Chancellor and Director of Affirmative Action, the Director of Affirmative Action-Academic, the Director of Affirmative Action-Nonacademic, or the Ombudsman, in order to determine whether there can be a satisfactory informal resolution to the matter. If such is not possible, individuals should utilize appropriate and existing grievance procedures for claims of discrimination. The person of initial contact (one of the campus representatives mentioned above) will advise on steps to be taken to begin this process. Grievants shall follow procedures outlined in the following documents for the groups indicated:

- Faculty and academic professional procedures are provided in *Administrative Procedures for Complaints and Grievances of Discrimination and of Sexual Harassment — Faculty and Academic Professionals* available in the Office of Academic Affirmative Action, 209 Coble Hall.
- Nonacademic procedures are provided in *Policy and Rules — Nonacademic*, available in the Personnel Services Office and the Office of Affirmative Action — Nonacademic, both located in the Personnel Services Building.
- Student procedures are provided in *Administrative Procedures for Complaints and Grievances of Discrimination and of Sexual Harassment — Students* available in the Office of the Dean of Students, 130 Fred H. Turner Student Services Building.
- Applicant procedures for faculty and academic professional positions are provided in *Pre-employment Complaints and Grievances for Faculty and Academic Professional Positions* available in the Office of Academic Affirmative Action, 209 Coble Hall.
- Applicant procedures for nonacademic positions are provided in *Policy and Rules — Nonacademic*, Chapter 7, Grievances, available in the Personnel Services Office and the Office of Affirmative Action — Nonacademic, both located in the Personnel Services Building.
- Applicant procedures for admissions are provided in *Procedures for Filing Preadmissions Complaints and Grievances* available in the Office of Academic Affirmative Action, 209 Coble Hall.

Sanctions may be imposed in accordance with the *Student Disciplinary Procedures*, *University of Illinois Statutes* or *Policy and Rules — Nonacademic*.

65. Accommodation and Provision of Auxiliary Aids for Handicapped Students

The following guidelines state the manner in which special accommodation and auxiliary aids are provided to handicapped students admitted to study at the University of Illinois at Urbana-Champaign (UIUC). For purpose of these guidelines, special accommodation and auxiliary aids refer to those provisions, services and aids aimed at facilitating the higher education of qualified handicapped students. Coordination of UIUC's efforts in this area is through the Division of Rehabilitation-Education Services (Division).

- I. All requests for accommodation and auxiliary aids should be directed to the Director of the Division. Provision of accommodation and auxiliary aids will be based upon an individual student's need, UIUC resources budgeted and available for the Division each year, and existing academic requirements. Accommodation or aids which impose an undue hardship on the campus or which require modification of academic standards, programs or course work may be declined. Determinations of the Director are appealable first to the Director and then to the Dean of the College of Applied Life Studies.
- II. In order to be considered for auxiliary aids or accommodation, the student must meet the following requirements:
 - A. The student must complete and return to the Division an APPLICATION FOR SERVICES. Applications may be obtained from the Division at 1207 South Oak Street, Champaign, Illinois 61820.
 - B. The student must be handicapped and submit current proof of the handicap and, if requested, submit to any diagnostic procedures provided by the Division.
 - C. Where the requested accommodation requires special aid or service, the student must apply for and present proof of denial of funds, aid or equipment by the State of Illinois Department of Rehabilitation Services, by the Veterans Administration, if a veteran, and by other agencies (public and private) providing such services.
- III. To enhance the obtainment of aids or accommodation by the start of a semester, the student or prospective student who believes he or she will need assistance to participate in course work must complete and return the APPLICATION FOR SERVICES to the Division as soon as possible, preferably at least six (6) weeks before the first day of classes. Such notice will allow the applicant and the Director a reasonable period of time in which to determine whether the requested accommodation is necessary to permit the student to engage in the course work desired, to identify the resources for any necessary aid, and to ascertain whether the requirements of Section II B and C above have been fulfilled.

66. Campus Locations of Student/Consumer Information — All Students

The University of Illinois at Urbana-Champaign has student/consumer information available at the following campus locations.

- Admissions — Office of Admissions and Records, 177 Administration Building, 333-0302, or your individual college office
- Financial aid — Office of Student Financial Aids, Room 420 Fred H. Turner Student Services Building, 333-0100
- Housing — Housing Information Office, 110 Fred H. Turner Student Services Building, 333-1420
- Other information — the Student Assistance Center, lobby of the Fred H. Turner Student Services Building, 333-4636

CONDUCT REGULATIONS

70. Bases for Discipline at Urbana-Champaign — All Students

- a. By authority of the Board of Trustees, the Urbana-Champaign Senate Committee on Student Discipline is responsible for the administration of student discipline for acts involving the violation of campus or University regulations. These regulations are formulated by a variety of sources, including, but not limited to, the Conference on Conduct Governance, the Senate, the Chancellor, the President, and the Board of Trustees.
- b. Students admitted or enrolled in the Graduate College or professional schools or colleges, must be cognizant of the conduct regulations of that unit. Those regulations will be made available in printed form to the students of those units.
- c. It is in the best interest of the University of Illinois and all persons who are students or who may desire to become students at the Urbana-Champaign campus that the bases for discipline at that campus be clearly defined. The University discipline system recognizes that not all violations of local, State, and Federal law affect the interests of the University community and the discipline system accepts jurisdiction only in those instances in which the University community's interest is substantially affected. The University discipline system may take action only upon the following bases:

- (1) Students Currently Enrolled

- (a) Academic violations
- (b) Violations of University vehicle or bicycle regulations
- (c) Appeals and referrals from student judiciaries arising from violations of regulations
- (d) All actions which occur on University premises or property and which result in the violation of local, State, or Federal law or Board of Trustees' action or any University rule of conduct
- (e) All actions which violate any of the laws or regulations cited in (d) above and which substantially affect the University community's interest, even though such actions do not occur on University premises or property
- (f) All cases referred to the discipline system following summary suspension by the Chancellor

- (2) Student Organizations

The actions of a student organization in University-approved activities or University-sponsored activities which are in violation of University regulations for organizations may result in disciplinary action against that organization.

- (3) Applicants for Admission and Readmission

The University reserves the right to deny admission or readmission to any person because of previous misconduct which may substantially affect the interest of the University, or to admit or readmit such a person on an appropriate disciplinary status. The admission or readmission of such a person will not be approved or denied until the case has been heard by the appropriate disciplinary committee. (This applies to a person not now enrolled in the University who might apply for admission or readmission, or to a person who has pre-enrolled whether or not he or she has paid his or her deposit.) A favorable action of the appropriate disciplinary committee does not abrogate the right of any dean or director to deny admission or readmission on the basis of scholarship.

- d. At any point prior to the conferral of the degree, the Senate Committee on Student Discipline has the right to withhold privileges of the academic community, including the conferral of the degree itself. In instances where dismissal is a possibility for disciplinary infractions, the conferral of the degree is withheld until the disciplinary action has been resolved. (See Rules 26A on withdrawing from the University and 43 on transcripts.)

71. Dismissed Students — All Students

Students dismissed from the University for disciplinary reasons may be excluded from University classes, activities, facilities, buildings, and/or premises by the appropriate disciplinary authority. The same exclusions may be applied by the Chancellor in exercising his power to suspend students. (See Rule 36h on refunds.)

72. Rules of Conduct Applicable to All Students Concerning Disruptive and Coercive Action: Statement of the Board of Trustees (adopted 8/12/70; amended 9/16/70 and 2/16/72)

In light of the University's experience in the area of student conduct and discipline over the past two years it appears desirable to clarify and restate certain guiding principles. The Trustees take this occasion to reaffirm their September 18, 1968, statement:

"In view of previous actions of the Trustees and the University administration, there can be no uncertainty, within the University community or outside of it, that the Board of Trustees considers acts of violence, disruption, and interference with the rights of others to be wholly antagonistic to the spirit and purpose of the University of Illinois. Such actions constitute unacceptable behavior on the part of any University student or member of the faculty and staff. It is equally true that the principle of due process and the maintenance of procedures guaranteeing equitable treatment for all who are charged with such behavior are constitutional precepts by which this University must continue to be operated.

"The Trustees do not expect on the one hand that illegal acts will be tolerated; neither on the other hand do they expect that those who are accused of such acts will receive capricious judgment."

The Trustees call upon all members of the academic community to join with them in a concerted effort to preserve the University from those who are committed to or are willing to participate in its disruption. At its January 15, 1969, meeting, the Board approved the following statement, previously adopted by the Urbana-Champaign Senate Committee on Student Discipline: "When, through the disciplinary process, a student is found to have knowingly engaged in a disruptive or coercive action, including knowing participation in a disruptive or coercive demonstration, the penalty will be dismissal or, upon a finding that substantial mitigating circumstances exist, suspended dismissal. A demonstration is disruptive or coercive if it substantially impedes University operations, substantially interferes with the rights of others, or takes place on premises or at times where students are not authorized to be. There is no requirement that University authorities specifically order students to cease participation in a disruptive or coercive demonstration."

To provide further clarification of the University's expectations from its students, and to further define conduct which the Trustees view as constituting the "disruptive or coercive action" described in the January 1969 statement, the following interpretations, to be designated as "Rules of Conduct Applicable to All Students Concerning Disruptive or Coercive Action," are effective immediately:

A student enrolling in the University of Illinois assumes an obligation to conduct himself or herself in a manner compatible with the University's function as an educational institution and suitable to a member of an academic community. Con-

duct for which students are subject to discipline or expulsion includes, without limitation, knowingly engaging in a disruptive or coercive action. Disruptive or coercive action includes the following:

- (1) Participation in a disruptive or coercive demonstration. A demonstration is disruptive or coercive if it substantially impedes University operations, or substantially interferes with the rights of others, or takes place on premises or at times where students are not authorized to be. There is no requirement that University authorities order students to cease participation in a disruptive or coercive demonstration.
- (2) The use of force or violence, actual or threatened, to willfully deny, impede, obstruct, impair or interfere with
 - (a) The freedom of movement of any member or guest of the University on property or facilities owned or controlled by the University; or
 - (b) The use of the property or facilities owned or controlled by the University; or
 - (c) Ingress or egress to the property or facilities owned or controlled by the University; or
 - (d) The performance of institutional duties by a member of the University. The use of force or violence, actual or threatened, to knowingly occupy or remain in or at any property or facility owned or controlled by the University after receiving due notice to depart.
- (3) Unauthorized entry to or use of property or facilities owned or controlled by the University.
- (4) Physical abuse of any person on or at property or facilities owned or controlled by the University or in the course of a University activity.
- (5) Conduct which threatens or endangers the health or safety of any person, or creates in such person a reasonable fear that actual abuse is likely to follow.
- (6) Theft or defacement of or damage to property or facilities owned or controlled by the University, or by a member or guest of the University.
- (7) Failure to comply with directions of a member or agent of the University acting in the performance of her or his duty in connection with a potential or actual disorder.
- (8) Any conduct which substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University, or any conduct on University property or in connection with a University activity which invades the rights of others. Without excluding other situations, examples include shouting, noisemaking, obstruction and other disruptive actions designed or intended to interfere with or prevent meetings, assemblies, classes or other scheduled or routine University operations or activities.
- (9) Inciting, aiding or encouraging others to engage in a disruptive or coercive action.

When, through the disciplinary process, a student is found to have knowingly engaged in a disruptive or coercive action, as above defined, the penalty will be dismissal or, upon a finding that substantial mitigating circumstances exist, suspended dismissal or other sanctions deemed just and appropriate. The Chancellors, in consultation with the President, are expected to institute and implement the necessary procedures for referral of appropriate cases to the disciplinary processes.

The Trustees also reaffirm their expectations that the Chancellors of the individual campus, in consultation with the President, will place into effect other regulations,

procedures, or measures deemed necessary or appropriate to meet an emergency, to safeguard persons and property, and to maintain educational activities. Examples of emergency measures include the imposition of curfew or other crowd control measures, and the imposition of interim suspension upon any student where there is reasonable cause to believe the student has engaged in any disruptive or coercive act.

Those placed on interim suspension shall be given prompt notice of charges and the opportunity of a prompt hearing. It is expected that disciplinary procedures shall be invoked for violation of University or campus regulations, whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.

73. Falsification of Documents — All Students

- a. Any student who, for purposes of fraud or misrepresentation, falsifies, forges, defaces, alters, or mutilates in any manner any official University document or representation thereof may be subject to discipline. Some examples of official documents are identification cards, program requests, change slips, receipts, transcripts of credits, library documents, etc.
- b. Any student who knowingly withholds information or gives false information on an application for admission or readmission may become ineligible for admission to the University or may be subject to discipline.
- c. Any student who knowingly withholds information or gives false information in any document or materials submitted to any member or agent of the University may be subject to discipline.

74. Identification Cards — All Students

- a. Each new student is issued a plastic photo identification card which is validated for every subsequent term in which he or she registers. The ID card must be retained by the student while he or she is registered at the University. The ID card is issued by the Office of Admissions and Records and remains the property of the University.
- b. Any student who alters or intentionally mutilates a University ID card or who used the ID card of another or allows his or her ID card to be used by another, may be subject to discipline. (Rule 73 on falsification.)
- c. The University ID card must be presented for identification purposes at the request of an agent of the University when the agent is acting in the performance of her or his supervisory or security function (for example: examination proctor, University Police, residence hall director or advisor, gymnasium supervisor, ticket takers, ushers). Any student refusing to provide the University ID card when requested by an agent of the University may be subject to discipline.
- d. An ID card may be confiscated by an agent of the University when acting in the performance of his/her duties if:
 1. The ID Card is in the possession of an individual other than the one to whom the ID was issued and that individual attempts to use the card to represent him/herself as a duly registered student.
 2. The ID Card is presented by the individual to whom it was issued but is not valid for the term of registration at the time and the individual attempts to represent him/herself as a duly registered student.

Exceptions to d.2.

At the beginning of a term a student is allowed to use an outdated ID Card

during the first two weeks of class. In such cases a copy of the student's schedule or receipt from the registration document may be required in addition to the ID Card.

A student who withdraws is allowed to use the ID Card for the remainder of the semester in which it was issued.

- e. A charge of \$6, payable at the ID Center, window 27, 100 Administration Building, is made for replacing each lost, mutilated, or stolen student ID card. A charge of \$1 is made for replacing each lost, mutilated, or stolen ID validation label.
- f. An identification card for student spouses may be obtained without cost at the ID Center.

75. Academic Irregularities — Undergraduate Students

The Urbana-Champaign Senate Committee on Student Discipline, with the approval of the Urbana-Champaign Senate, has established the following regulations governing cases of academic irregularity of undergraduate students enrolled in the colleges at Urbana-Champaign.

- a. *Cases of academic irregularity shall be handled by the respective schools and colleges, except that cases recommended for suspension or dismissal from the University shall be referred to the Subcommittee on Undergraduate Student Conduct.*
- b. Students have the responsibility for conducting themselves in such a manner as to avoid any suspicion that they are improperly giving or receiving aid on any assignment or examination. If they fail to so conduct themselves, instructors are authorized to refuse to grade such a paper or examination and record it as an E.
- c. An instructor, on becoming cognizant of an academic irregularity which the instructor deems sufficiently serious to warrant dropping a student from her or his class with a grade of E, or dropping the student with a grade of E and recommending suspension or dismissal from the University, shall, in the manner approved by the instructor's college, notify the executive officer of the department and submit to that officer such evidence as has been gathered. The executive officer, in consultation with the instructor, shall decide which if any action to recommend to the dean of the college in which the department is located.
- d. The dean shall notify the student that she or he has a right to a hearing, but that within ten days she or he must notify the dean in writing that she or he desires such a hearing.
- e. If the student does not so notify the dean, the college shall, after ten days, forward a change slip recording a grade of E for the course to the Records Section of the Office of Admissions and Records.
- f. The Recorder will record the E grade on the student's permanent University record. If the decision was also made to recommend suspension or dismissal the dean shall also forward to the University Subcommittee on Undergraduate Student Conduct at this time a recommendation that the student be suspended or dismissed from the University.
- g. If the student denies the irregularity and requests a hearing, the dean shall appoint an *ad hoc* faculty committee, one member of which will be the dean (or the dean's representative) of the student's college, that will review the evidence and permit the student to appear in her or his own defense.
- h. If the *ad hoc* committee concurs in the judgment of the executive officer of the department, it shall so advise the dean who shall then notify the Records Section as provided in Paragraph e above. The decision to drop a student from a course

with a grade of E is not subject to review by the University Subcommittee on Undergraduate Student Conduct.

- i. If the *ad hoc* committee concludes that the facts do not sustain the charge of an academic irregularity, it shall so advise the dean. The dean shall then notify the executive officer of the department and at the student's discretion she or he shall either be reinstated in the course and be given whatever grade he or she is entitled to without regard to the charge of an academic irregularity or withdraw from the course with a grade of W.
- j. If the committee concurs in the recommendations for suspension or dismissal, it shall so advise the dean who shall then forward the recommendation to the University Subcommittee on Undergraduate Student Conduct for its action.
- k. The student may be heard by the Subcommittee on Undergraduate Student Conduct under such rules as it may promulgate, but the decision of the college on the facts of the irregularity shall be final, the sole question before the Subcommittee on Undergraduate Student Conduct to be only whether the irregularity in question is of such a nature as to warrant suspension or dismissal from the University.
- l. Academic irregularities occurring outside the classroom shall be referred to the dean of the college in which the student has been admitted or is enrolled for a hearing and appropriate action in accordance with the regulations cited in this section. This would apply to irregularities in connection with proficiency and placement testing, CLEP examinations, the Graduate Record Examination, and similar tests and examinations.
- m. These regulations apply only to irregularities arising in connection with academic work and do not preclude other actions before the University Subcommittee on Undergraduate Student Conduct initiated by other constituted University agencies which may refer cases of academic irregularity to the Subcommittee on Undergraduate Student Conduct. (See Rule 39 on procedures for review of alleged capricious grading.)

76. Class Absences

A. ALL STUDENTS

1. Class attendance is expected of all students at the University of Illinois, but it has always been the policy of the University to respect the wishes of students who observe holidays set aside by their chosen religious faith.
2. Class absences before and after vacations are treated like any other absences during the semester.

B. UNDERGRADUATE STUDENTS

1. The instructor decides when a student's absences become excessive and should be reported.
2. No absences from class exercises are "excused" but must be explained to the instructor and supporting evidence provided on request. In case of unavoidable absence from classes because of illness, death in family, or other emergency, the student should notify the Emergency Dean, who will in turn notify the student's college dean. In such cases, arrangements should be made with the instructor in each course to make up the work missed. (See Rule 46B on absence from a final examination.)
3. If, in the opinion of the instructor, a student should be reminded of attendance requirements, the instructor must submit a report of the irregular attendance to the office of the Dean of Students who may request explanation of absences for the purpose of information. These reports may be submitted on a weekly rather than a daily basis.

4. If, in the opinion of an instructor, the attendance of a student becomes so irregular that the student's scholarship is likely to be impaired, the instructor reports the case to the dean of the student's college *through* the Dean of Students. Furthermore, when in the opinion of the instructor concerned, irregular attendance has so seriously impaired the work of the student as to make continuation unprofitable, the dean of the college concerned may require the student to withdraw from the course with a grade of W or E. (See Rules 23 on change in study program, 25 on withdrawal with E grade, and 26B on withdrawal from the University.)
5. If the repeated absence from classes of any student seems to the dean of the college in which the student is enrolled a matter requiring discipline, the case may be reported to the Subcommittee on Undergraduate Student Conduct for action.
6. Regularly scheduled classroom or laboratory work shall have precedence over instructional field trips at all times, *except on the second Saturday of each month*.
7. General regulations touching absences from class exercises by groups such as athletic teams, musical organizations, and the like are determined by the Senate and are enforced in the particular case by the Subcommittee on Undergraduate Student Conduct.

77. Library Regulations — All Students

The Library exists primarily to circulate books to the faculty and student body of the University. The privilege of drawing books for use outside the Library is accorded to all officers of instruction and administration, to all registered students, and to other persons accredited by the Library.

a. Use of Library Materials

1. Books not reserved for classes may be borrowed for home use for two to four weeks, and renewed for a similar period if not specifically restricted or called for. All books are subject to recall at any time. In general, reference books, books reserved for classes, periodical volumes, and certain other groups of books are to be consulted in the reading rooms only. Reserve books usually may circulate overnight, but they must be returned the following morning to the library from which they were taken.
2. Any student who steals or mutilates Library materials may be subject to University discipline. (See Rule 73, Falsification of University Documents — All Students.)
3. A staff or student ID card serves as a library card and may be used in the University libraries of all three campuses.

b. Fines

1. Books which are not returned to the departmental library from which they were borrowed by the time indicated on the date slip are subject to a fine of fifteen cents a day.
2. The date slip found in each book is the official notice of the time when it must be returned to the library. Overdue notices are sent as a courtesy only, and failure to receive one is not a reason for cancellation or reduction of fines.
3. Books from the reference and periodical sections, as well as some special collections, may be subject to different fine regulations. Books on reserve are subject to a fine of fifty cents for the first hour and twenty-five cents for each additional hour if kept overdue. Books recalled for University work must be returned at once upon receipt of notice. If they are not returned within two days after notice is mailed, the student is subject to fine.

4. The loss of a book should be reported immediately to the library from which it was borrowed. A lost book which has become overdue is subject to fine until personally reported lost. If the book cannot be recovered by the borrower within a reasonable length of time, the borrower will be charged the cost of replacing the volume plus a processing fee.

c. Collection of Library Charges

All library fines and charges for lost books are forwarded to the Office of Business Affairs, for collection, and this office mails a statement to the student at the end of the month.

78. Picketing — All Students

The right of peaceful protest is recognized within the University community. Lawful picketing and other forms of peaceful protest are permitted on University premises except that lawful picketing is permitted only out-of-doors. The University retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.

Specifically pickets shall not:

- a. Obstruct vehicular and pedestrian traffic.
- b. Physically obstruct persons from entering or leaving the premises being picketed, nor use violence or threats of violence to prevent them from doing so.
- c. Intentionally disrupt classes or any University process through noise or other means.
- d. Knowingly damage any University property or premises.

79. Smoking

A. ALL STUDENTS AND STAFF

- a. Smoking is permitted in offices, seminar rooms, lounges, and certain toilets and corridors when ash trays or urns are present to receive cigarette butts and other discarded smoking materials. *Discard of such materials on the floors or in wastebaskets is a violation of smoking regulations.*
 - (1) Members of the staff who wish to smoke in their offices must provide their own ash trays and must *not* discard any smoking materials in wastepaper baskets or on the floors.
 - (2) By means of a letter to the Chancellor, deans and directors may request that these regulations be modified in order to meet special conditions in areas under their control and in order to carry out safety programs for which they are responsible.
- b. Smoking is prohibited at all times in classrooms, lecture rooms, teaching laboratories, theatres, warehouses, attics, storage areas, museums, elevators, library reading rooms and stacks, gymnasiums, shop and service areas where wood-working is in process, any area where volatile liquids are stored, used, or dispensed, posted areas, and any other areas where receptacles for discarding smoking materials are not available.
- c. A notice entitled "Smoking Regulations in University Buildings" shall be posted in all University buildings in the interior corridor or lobby at all entrances.
- d. Receptacles are placed in corridors and in other designated public areas where smoking is permitted.

B. UNDERGRADUATES

Violations of the above regulations may be reported to the appropriate disciplinary committee.

C. GRADUATE AND PROFESSIONAL STUDENTS

Violations by students enrolled in the Graduate College, the College of Law, and the College of Veterinary Medicine are reported to the Dean of the Graduate College, the Dean of the College of Law, and the Dean of the College of Veterinary Medicine, respectively.

D. STAFF

Staff violations are reported to the executive officer of the department or division, and to the dean or director.

80. Alcoholic Beverages

- a. No persons under the age of 21 may store, possess or consume alcoholic beverages on any property under the control of the University of Illinois, including certified housing.
- b. Persons 21 years of age or older may not possess or consume alcoholic beverages on any property under the control of the University other than *in Willard Airport, the Levis Faculty Center and such areas or at such functions* specifically designated or approved by the *Director of the Office of Space Utilization*.
 1. Residence Halls: Persons 21 years of age or older may possess and consume alcoholic beverages in their rooms. No alcoholic beverages will be permitted in public areas.
 2. The personal possession and consumption of alcoholic beverages by persons 21 years of age or older is allowed in housing designated by the university as married student housing or graduate housing.
 3. Certified Housing: Persons 21 years of age or older living in privately owned and/or operated certified housing, including fraternities and sororities, must abide by the decision of the owner/operator with regard to consumption of alcoholic beverages. Total prohibition may be imposed.
- c. When the consumption of alcoholic beverages results in disruptive activities, persons may be referred to the appropriate disciplinary authority.

81. Marihuana and Controlled Substances — All Students

The Senate Committee on Student Discipline recognizes the importance and danger to the student of any violation of laws on marihuana and controlled substances. It emphasizes the grave seriousness of those violations involving manufacturing, processing, distributing, or selling marihuana or controlled substances, particularly within the University community, and expects the disciplinary system to deal with these violations in an appropriately serious manner. It also recognizes that, although use or possession of marihuana or controlled substances is a violation of the law, such a violation may be less serious than the manufacturing, processing, distributing, or selling of marihuana or controlled substances, and the committee expects the disciplinary system to deal with these violations also in an appropriate manner.

Therefore, illegal possession, use, distribution, or manufacture of marihuana or controlled substances by University students raises the question of a student's fitness to continue at the University of Illinois. University disciplinary action may be initiated for any of the following alleged violations:

- a. Illegal possession or use of marihuana or controlled substances.
- b. Illegal distribution or sale of marihuana or controlled substances.
- c. Illegal making, manufacturing, or processing of marihuana or controlled substances.

82. Possession of Weapons — All Students

a. Definition

- (1) Illinois Revised *Statute*, Ch. 38, s 21-6, "Criminal Code 1961," makes it a crime to possess or store on property "supported in whole or in part with State funds or Federal funds administered or granted through State agencies" any weapon "without prior written permission from the Chief Security Officer for such land or building." Under this Statute, weapon is defined as including "pistol, revolver, rifle, spring gun, shotgun, or any other firearms, bludgeon, black-jack, slingshot, sandclub, sandbag, metal knuckles, dagger, dirk, billy, switchblade knife, stiletto, any bomb, bombshell, grenade, bottle or other container containing an explosive or noxious substance, or any other deadly or dangerous weapon or instrument of like character." The University considers souvenirs and weapons which have been rendered permanently inoperative to fall within this law.
- (2) For the purpose of implementing the provisions of this Statute, the Chief Security Officer for the Urbana-Champaign campus and all properties administered under the auspices of the Urbana-Champaign campus has issued a statement of regulations and procedures. Inquiries about the weapons policy should be directed to the Chief Security Officer.

b. Possession Regulations

- (1) Before written permission is granted the registration procedure outlined by the Chief Security Officer must be complied with. The weapon must be shown to the Chief Security Officer's designee (the University Police) and described in detail in the written permit issued.
- (2) Permission will not be granted to possess or store any weapon where possession would be in violation of the laws of the State of Illinois or the regulations of the University of Illinois. Generally, permission will not be granted to possess or store any bludgeon, black-jack, slingshot, sandclub, sandbag, metal knuckles, dagger, dirk, billy, switchblade knife, stiletto, any bomb, bombshell, grenade, bottle, or other container containing an explosive or noxious substance. Permission to possess guns will be restricted generally to those used only for hunting or for practice or competition on a firing range. Hence, the permission to possess or store guns would generally be restricted to shotguns, .22 caliber rifles and .38 caliber or smaller handguns with a four-inch minimum barrel length. Exceptions may be made on an individual basis for special match quality firearms.
- (3) Permission to store or possess any firearm will generally be granted only for possession and storage in the specific area designated by the University as a weapon storage area, the firing range, or in the living quarters of families maintaining households on University property and for the necessary travel to and from any such area. Permission generally will not be granted to possess or store any firearm in any dormitory, classroom building, or recreation facility of the University (except the Armory).
- (4) Registration in any course where weapons are used in connection with the course shall constitute written permission for students to use any University-owned or -controlled weapon in connection with the course.

c. Registration and Storage Procedure

Weapons must be registered and stored as follows:

- (1) Authorized weapons must be registered at the University Police Station, 101 North Mathews, Urbana, Illinois, between the hours of 1:00 p.m. and 4:00 p.m., Monday through Friday. Registration shall include the name, campus address, social security number, and State of Illinois Firearm Own-

er's Identification Number of the possessor of the weapon and the serial number and description of the weapon. The registrant must present his or her Firearm Owner's Identification Card and the weapon at registration. Prior permission is not required for necessary travel for this purpose. (If the possessor does not have a State of Illinois Firearm Owner's Identification Card he or she may store the weapon in accordance with the procedures and obtain such a card while the weapon is in storage.

- (2) Guns and ammunition will be stored in the location designated by the University Police at the time of registration. Rifle and handgun ammunition stored in University storage areas must be nonjacketed, target type. All guns and ammunition transported on campus and placed in storage must be in cases or boxes. An identification tag or label must be placed on each case or box by the registrant. The identification tag or label will include the registrant's name and social security number.
- (3) A log will be maintained by the custodians of the various gun storage facilities and the weapon and ammunition will be logged in and out by the custodian. The registrant must show her or his Firearm Owner's Identification Card with picture to the custodian when checking out her or his gun. Registrants may be required to furnish padlocks for use in securing weapons within storage facilities.

83. Students in Debt to the University — All Students

- a. A monetary penalty of \$5 is assessed the student for each check he or she presents to the University which is returned by the bank to the Office of Business Affairs for insufficient funds or other reasons. Additional penalties, including dismissal from the University, may be imposed on students who permit their University accounts to become delinquent or who issue checks which are returned to the University unpaid.
- b. A student who is in debt to the University at the end of any academic term shall not be permitted to register in the University again and shall not be entitled to receive her or his diploma or an official statement or transcript of credits until the indebtedness has been paid or suitable arrangements for payment have been made unless there is pending a bankruptcy petition of the student seeking a discharge of all such indebtedness or all such indebtedness has been discharged. (See Rules 32 on installment payments and delinquent accounts and 36 on refunds.)

84. Solicitation and Commercial Activity — All Students, Staff, and General Public

Solicitation or commercial activity is prohibited in University Residence Halls except under the following conditions:

a. GENERAL CONDITIONS FOR CANVASSING

1. Canvassers shall refrain from littering.
2. Canvassers shall conform with visitation regulations.
3. Canvassing may take place only between the hours of 2:00 p.m. and 10:00 p.m.
4. Canvassing is prohibited in dining rooms and meal lines, i.e., lines formed after entering a dining room.
5. In cases where door-to-door canvassing is permitted, the following additional rules are in effect:
 - (a) Canvassers shall not attempt to contact students who have a sign outside of their room which indicates no canvassing is permitted. For other

rooms, canvassers shall knock on the resident's door, identify themselves, state their purpose for being on the floor, and show their permit.

- (b) Canvassers shall immediately honor a student's request to leave the room or doorway. If roommates disagree about permitting canvassing, no canvassing shall take place in that room.
 - (c) Canvassers are prohibited from using amplifying devices, or engaging in discussions in the corridor which disturb the peace of the floor.
6. Violation of these conditions of articles a, b, c, d is cause for revocation of permission to canvass.

b. POLITICAL CANVASSING

1. Door-to-door political canvassing is guaranteed in University housing subject to the General Conditions for Canvassing as well as door-to-door rules. In addition, political canvassers shall not solicit contributions or attempt to sell, or advertise for purposes of sale, any item. The sole purpose of the canvassing shall be to:
 - (a) register voters,
 - (b) solicit signatures on a petition for purposes of legally qualifying an individual as a candidate,¹
 - (c) campaign for a political candidate for a municipal, township, school or other special district, county, statewide, or national election,
 - (d) present information 1) related to any amendment to the State of Illinois Constitution being presented for voter decision at a general election, or any amendment to the United States Constitution being presented for Illinois legislative decision; 2) concerned with a public issue to be decided by a scheduled referendum in the governmental unit.
2. All canvassers shall register before canvassing. A canvassing permit will be issued if the applicant has completed the registration form, has not had a permit revoked in the last nine months, and agrees to abide by the general conditions for canvassing. Canvassers must first register in the Office of the Vice-Chancellor for Student Affairs (310 Fred H. Turner Student Services Building). Secondly, canvassers must register with each housing unit. Information regarding who to contact within each unit may be obtained at registration with the Office of Campus Regulations.
3. Canvassers campaigning for candidates wishing to schedule a meeting with a group of residents in public areas must obtain permission to canvass in University Residence Halls from the hall Student Government or its duly authorized representative. The hall Student Government may impose limitations concerning time, location, and methods of canvassing. The hall Student Government must follow procedures to reserve space with the appropriate housing authority of that unit.

c. COMMERCIAL AND NONCOMMERCIAL CANVASSING

Commercial and noncommercial canvassers must obtain permission to canvass in residence halls from the Student Government of that unit or its duly authorized representative(s). The Student Government shall notify the appropriate housing authority of the unit of the requests granted. The Student Government may impose additional limitations on the canvasser concerning time, location, and methods of canvassing. Canvassers must follow General Conditions for Canvassing.

¹ Definition, Candidate — a person who has petitioned or been nominated as provided in the Illinois Revised Statutes, or has given consent to be considered as a write-in candidate.

d. CANVASSING FOR STUDENT ELECTIONS

Canvassers campaigning for candidates for the Student Government Association, the Urbana-Champaign Senate, Student Trustee, other offices for which students are the sole electorate, or student referenda must obtain permission to canvass in University residence halls from the Student Government of that unit or its duly authorized representative(s). If permission is granted, canvassers for all candidates in a given election will have equal access. The Student Government may impose limitations concerning time, location, and methods of canvassing.

e. MAILBOX POLICY

Distribution of political literature in mailboxes of University residence halls for the purposes defined under Sections b1 and d above shall be guaranteed provided arrangements are made with the individual hall offices. Other literature may be distributed in accordance with the solicitation policy of each hall.

85. Pets and Animals on University Property

- a. All dogs must be leashed and under the control of an individual. Except for seeing-eye dogs, all dogs which are unleashed, or unattended if leashed, on University property are subject to impoundment.
- b. Dogs on a leash and under the control of an individual are permitted on University grounds but are not permitted within University buildings. A loose dog trailing a leash, or one tied to a fixed object, is not under the control of an individual.
- c. Except for seeing-eye dogs and animals in use in University laboratories or in veterinary clinics for official research, classroom, or observation purposes, dogs and other pets are not permitted within a University-owned or -leased building. Any dog found within a University-owned or -leased building may be impounded.
- d. Impounded dogs or other pets may be reclaimed by the owner upon the payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses. The Champaign County Humane Society, Bondville, Illinois, and the Urbana Canine Control Officer, Urbana, Illinois, are agencies designated by the University for pick-up and impoundment of pets found in University buildings or on the campus. (On occasion, the University police may keep an impounded dog at the Small Animal Clinic on a temporary basis).
- e. The owners of impounded dogs with identification or registration tags will be notified, if possible. Owners of dogs which are without means of identification may inquire at the University Police Station for information regarding impoundments.
- f. Illinois State regulations require the owners or managers of public food-service establishments to exclude dogs, cats, and other animal pets, except fish in aquaria, from such premises. Seeing-eye dogs are excepted. When such pets are found in a University food-service area, they will be impounded.
- g. Those persons who have a concern about a particular dog should contact MET-CAD, 333-8911; persons who wish to inquire about a dog which may have been impounded should call the University Police Station, 333-1216. Persons with questions regarding the implementation of this policy should call the Office of the Associate Vice-Chancellor for Administrative Affairs, 333-2920.

86. Unauthorized Use, Abuse, or Interference with Fire Protection Equipment, Fire Fighting Personnel, or Warning Devices — All Students

- a. The unauthorized use, abuse, or interference with fire protection equipment, fire fighting personnel, or warning devices may result in death, injury or substantial property damage. It is critically important that all fire protection equipment be

in its place and in proper working condition if the safety and welfare of the members of the University community are to be assured.

- b. It is a violation of Illinois Criminal Law to willfully or maliciously cut, injure, damage, tamper with, or destroy any fire hydrant, fire hose, fire engine, or other public or private fire fighting equipment or any apparatus pertaining to such equipment or fire fighting personnel, or to intentionally open any fire hydrant without proper authorization. It is also a violation of Illinois Criminal Law to knowingly, without authorization, damage any property supported in whole or in part with State funds or Federal funds administered or granted through a State agency. Other Illinois laws may also relate to the unauthorized use, abuse, or interference with fire protection equipment or warning devices.
- c. A violation of any Federal, State, or local law concerning fire protection equipment or fire fighting personnel may result in suspension or dismissal from the University.

OPERATION OF MOTOR VEHICLES AND BICYCLES

87. Operation of Motor Vehicles — All Students

A nonresident student at a college or university in Illinois and the spouse and children living with such a student may drive in Illinois if they have a valid license from their home state.

Out-of-state drivers who are at least eighteen and have in their immediate possession a valid license issued to them by their home state or country may operate a motorcycle or motor-driven cycle in Illinois for a period of not more than ninety days in any calendar year, if their license permits operation of a motorcycle and if the home, state, or country extends like privileges to Illinois residents.

The parking or storage of a motor vehicle, motorcycles, or bicycles in any University building or structure other than a designated parking structure is prohibited without the *prior written authorization* of the Office of Space Utilization. Such unauthorized parking or storage shall be considered abandonment and the motor vehicle, motorcycle, or bicycle shall be removed at the owner's expense.

Complete information concerning parking limitations and other details of the student automobile regulations, including monetary and other penalties for non-compliance or violations, is available from the Division of Campus Parking. Any questions as to whether a student or an automobile is included under these regulations should be referred to that office.

a. Use of Automobiles

- (1) Any individual after completing academic registration at the Urbana-Champaign campus, regardless of the number of semester hours or graduate units carried, who desires to park on University parking lots or University streets during restricted hours as permitted by the provisions of the current regulations is required to register her or his vehicle.
- (2) Registration should be accomplished during the regular academic registration at the Armory, otherwise at the office of the Division of Campus Parking.
- (3) If an automobile has a current faculty-staff registration permit, additional student registration is not required.
- (4) *Definition of an automobile:* For the purpose of these regulations, an automobile is defined as any motor-propelled vehicle used for transporting persons or property but excluding motorcycles, motor scooters, and motor bikes.
- (5) *Possession of an automobile:* Possession of an automobile is defined as

physical control or operation of an automobile or the right to control or operate an automobile even though ownership is vested in a parent, spouse, or another person.

- (6) *Visitor*: Any person not a faculty-staff member or student who desires to visit any facility owned, rented, or administered by the University or an allied agency. For the purpose of these regulations members of the immediate family residing with faculty-staff and students are not classified as visitors.

b. Requirements for Registration

- (1) All students registering automobiles are required to file with the Division of Campus Parking a statement showing that the student has a valid motor vehicle operator's license or permit.
- (2) The identifying registration permit must be properly affixed on the automobile as per instructions issued at registration. The registration of an automobile is not complete until the permit is properly affixed.
- (3) If the registration permit should be defaced or if the automobile is sold, the parking permit should be removed and returned to the Division of Campus Parking. A new permit will be issued without charge.

c. Registration Period and Fees

- (1) Student automobile registrations are effective from September 1 to August 31 of each year.
- (2) A nonrefundable annual registration fee of \$5 is assessed each student registering an automobile during the year.

d. Operation of an Automobile

- (1) Any student operating an automobile on any street, drive, parking lot, or service area shall do so with due regard for the safety of pedestrians and in compliance with the motor vehicle laws of the State of Illinois, the traffic ordinances of the cities of Champaign and Urbana, and such other specific safety regulations as may be adopted by the University of Illinois.
- (2) In addition to University action, any violation of a State or municipal law or ordinance may result in the arrest of the violator or a notice to appear before the appropriate state court.

e. Parking of Student Automobiles

- (1) Parking of registered student automobiles in the University lots is permitted as posted by appropriate signs at the entrance to each lot. Authorization to park in University lots does not extend to spaces on a twenty-four hour rented basis. Parking in the majority of University lots is restricted to "head-in parking" only.
- (2) Students may purchase permits to park in certain designated lots included in the University "lot rental" program. Hours for required permits are contained on each lot entrance sign. The fee for such parking ranges from \$24 to \$30 per year. Application must be made to the Division of Campus Parking, prior to parking in such lots.
- (3) Student automobiles which display an E or S permit may park in metered spaces on University streets and drives subject to meter charges and posted regulations.
- (4) Students are permitted to park on any city street in accordance with the appropriate city regulations without any requirement that their cars be registered with the University.
- (5) *Storage of student automobiles*: Students may purchase permits to park and/or store their automobiles in Lot F-23, located on Florida Avenue

west of Lincoln Avenue, and Lot E-14, located on the southwest corner of First Street and Florida Avenue. Parking in the above two lots is available twenty-four hours per day. The fee for such parking is \$24 per academic year. Application must be made to the Division of Campus Parking prior to parking in these lots.

- (6) Refund of rental or storage lot fees will be prorated upon a request made to the Division of Campus Parking.
- (7) Visitors who wish to park overnight on University property must first obtain a temporary parking permit from the Division of Campus Parking.
- f. Use of Motorcycles (Including Motor Scooters and Motor-Drive Bicycles)
 - (1) All motorcycles which are parked or stored on the campus by any student of the University must be registered with the Division of Campus Parking.
 - (2) The fee for such registration is \$3 per year (\$1.50 second semester). It shall be effective September 1 of each calendar year. Motorcycles brought to the campus after September 1 of each year must be registered within one school day. The expiration of all such registrations shall be August 31 of the following year.
 - (3) Special Operator's License Required
 - (a) No resident of Illinois shall operate a motorcycle on campus unless he is the holder of a valid Illinois drivers license with a motorcycle or motor-drive cycle (as the case demands under the State law) classification.
 - (b) No nonresident of Illinois shall operate a motorcycle on campus unless she or he is the holder of a valid motor vehicle license which legally allows the operation of a motorcycle or motor-driven cycle.
 - (4) Operators must comply with *all* motor vehicle laws of the State of Illinois, traffic ordinances of the cities of Champaign and Urbana, and such other safety regulations as may be adopted by the University of Illinois.
 - (5) Motorcycles may be parked on campus only in areas designated by signs as a "motorcycle parking area."
 - (6) A copy of the complete University of Illinois Motorcycle Code may be obtained from the Division of Campus Parking.

88. Operation of Bicycles — All Students

All bicycles which are operated, parked, or stored on the campus by any student must be registered with the Division of Campus Parking and must be operated at all times in accordance with the current *University Bicycle Code*. There is no fee for this registration. A complete copy of the regulations may be obtained from the Division of Campus Parking. A partial list of the regulations is given below.

- a. All unregistered bicycles must be registered after being brought to campus.
- b. Current bicycle registration shall be for an indefinite period. Registration renewal is not required unless the registration sticker becomes unreadable or there is a change in ownership. Bicycles displaying a registration sticker showing an expiration date must be reregistered.
- c. The numbered registration sticker issued at the time of registration is nontransferable (either between persons or bicycles) and shall be affixed only to the bicycle for which it was assigned in the manner prescribed in the regulations. A replacement must be obtained from the Division of Campus Parking if a registration sticker becomes damaged, broken, or destroyed.
- d. Each bicycle must be equipped with an audible warning device, brake, and lights as specified in the bicycle code.

- e. Every person operating a bicycle shall do so in obedience to:
 - (1) traffic control devices and rules of the road applicable to motor vehicles under Illinois State law; and
 - (2) regulations included in the *University Bicycle Code*.
- f. Whenever a bicycle path crosses a pathway used for pedestrian travel, the operator of a bicycle shall yield the right-of-way to any pedestrian using such pathway.
- g. Bicycles shall be parked or stored on campus only in an area which is specifically designated by sign as a "bicycle parking area" or designated by the presence of racks for bicycle parking.
- h. Any impounded bicycle which is not redeemed within thirty days after notice shall be considered as abandoned and will be disposed of by the University as abandoned property. Any bicycle may be impounded if:
 - (1) such bicycle is parked in an unauthorized place or manner; or
 - (2) such bicycle is not properly registered, or
 - (3) such bicycle appears to have been abandoned.

89. Parking Citations — All Students, Staff, and Others

- a. All campus parking citations issued for violations of the University regulations regarding automobiles, motorcycles, or bicycles shall be payable to a cashier at the Office of Business Affairs, 100 Administration Building.
- b. The penalty for each citation shall increase \$2 unless paid within two calendar days of issue.
- c. An additional administrative charge of \$2 shall be added to the penalty if the citation is not paid and is charged to the student's account.
- d. Questions regarding citations must be made in person to the hearing officer located in the Division of Campus Parking within five days of the date of issue.
- e. Students desiring to appeal a decision by the hearing officer must do so on the Student Traffic Appeals Board form provided within five days after appearance before the hearing officer.

UNIVERSITY OF ILLINOIS REGULATIONS GOVERNING THE DETERMINATION OF RESIDENCY STATUS FOR ADMISSION AND ASSESSMENT OF STUDENT TUITION

For the purpose of these regulations an "adult" is considered to be a student eighteen years of age or over; a "minor" student is a student under eighteen years of age. The term "the State" means the State of Illinois. Except for those exceptions clearly indicated in these regulations, in all cases where records establish that the person does not meet the requirements for resident status as defined in these regulations the Nonresident status shall be assigned.

1. Residency Determination

Evidence for determination of residence status of each applicant for admission to the University shall be submitted to the Director of Admissions and Records at the time of application for admission. A student may be reclassified at any time by the University upon the basis of additional or changed information. However, if the student is classified in error as a Resident student, the change in tuition shall be applicable beginning with the term following the reclassification; if the student is classified in error as a Nonresident, the change in tuition shall be applicable to the term in which the reclassification occurs, provided the student has filed a written request for a review in accordance with these regulations.

2. Adult Student

An adult, to be considered a Resident for purposes of admission, must have been a

bona fide resident of the State for a period of at least six consecutive months immediately preceding the date of receipt of the application for admission. An adult, to be considered a Resident for purposes of assessment of student tuition, must have been a bona fide resident of the State for a period of at least six consecutive months immediately preceding the beginning of any term for which the adult registers at the University, and must continue to maintain a bona fide residency in the State. An adult whose parents (or one of them if only one parent is living or the parents are separated or divorced) have established and are maintaining a bona fide residence in the State and who resides with them (or the one residing in the State) or elsewhere in the State will be regarded as a Resident applicant or student.

3. Minor Student

The residence of a minor shall be considered to be, and to change with and follow:

- (a) That of the parents, if they are living together, or living parent, if one is dead; or
- (b) If the parents are separated or divorced, that of the parent to whom the custody of the person has been awarded by court decree or order, or, in the absence of a court decree or order, that of the father unless the person has continuously resided with the mother for a period of at least six consecutive months immediately preceding registration at the University, in which latter event the residence shall be considered to be that of the mother; or
- (c) That of the adoptive parents, if the person has been legally adopted and, in the event the adoptive parents become divorced or separated, that of the adoptive parent whose residence would govern under the foregoing rules if that parent had been a natural parent; or
- (d) That of the legally appointed guardian of the person; or
- (e) That of a "natural" guardian, such as a grandparent, adult brother or adult sister, adult uncle or aunt, or other adult with whom the person has resided and has been supported by for a period of at least six consecutive months immediately preceding registration at the University for any term if the person's parents are dead or the person has been abandoned and if no legal guardian of the person has been appointed and qualified.

4. Parent or Guardian

Except as provided in paragraph 10 of these Regulations, no parent or legal or natural guardian will be considered a resident of the State unless that person (a) maintains a bona fide and permanent place of abode within the State, and (b) lives, except when temporarily absent from the State with no intention of changing legal residence to some other state or country, within the State.

5. Emancipated Minor

A minor who has been emancipated, is completely self-supporting, and actually resides in the State shall be considered to be a Resident even though the parents or guardian may reside outside the State. An emancipated minor who is completely self-supporting shall be considered to "actually reside in the State of Illinois" if the minor has maintained a dwelling place within the State uninterruptedly for a period of at least six consecutive months immediately preceding the beginning of any term for which the minor registers at the University. Marriage or active military service shall be regarded as effecting the emancipation of minors, whether male or female, for the purposes of this regulation. An emancipated minor whose parents (or one of them if only one parent is living or the parents are separated or divorced) have established and are maintaining a bona fide residence in the State and who resides with them (or the one residing in the State) or elsewhere in the State will be regarded as a Resident student.

6. Married Student

A Nonresident student who is a citizen of the United States of America or who holds permanent resident, "Refugee-Parolee," or "Conditional Entrant" status with the United States Immigration and Naturalization Service, whether male or female, or a minor or adult, who is married to a person who meets and complies with all of the applicable requirements of these regulations to establish Resident status shall be classified as a Resident.

7. Persons without United States Citizenship

A person who is not a citizen of the United States of America, to be considered a Resident must have permanent resident status, or must hold "Refugee-Parolee" or "Conditional Entrant" status, with the United States Immigration and Naturalization Service and must also meet and comply with all of the other applicable requirements of these regulations to establish Resident status.

8. Armed Forces Personnel

A person who is actively serving in one of the Armed Forces of the United States and who is stationed and present in the State in connection with that service and submits evidence of such service and station, and the person's spouse and dependent children, shall receive waiver of the Nonresident portion of tuition as long as the person remains stationed and present in Illinois and the spouse or dependent children also live in the State.

9. Minor Children of Parents Transferred outside the United States

The minor children of persons who have resided in the State for at least six consecutive months immediately prior to a transfer by their employers to some location outside the United States shall be considered Residents. However, this shall apply only when the minor children of such parents enroll in the University within five years from the time their parents are transferred by their employer to some location outside the United States.

10. Staff Members of the University and of Allied Agencies, and Faculties of State-Supported Institutions of Higher Education in Illinois

Staff members of the University and of allied agencies, and faculties of state-supported institutions of higher education in Illinois, holding appointment of at least one-quarter time, and their spouses and dependent children, shall be treated as Residents.

11. Teachers in Private and Public Schools in Illinois

Teachers in the private and public elementary and secondary schools in Illinois shall, if subject to the payment of tuition, be assessed at the Resident rate during the term in which the staff member or teacher holds such an appointment at least one-quarter time. This privilege also extends to the summer session or off-quarter vacation immediately following the term for which such appointment was effective. Any Nonresident student who qualifies for Resident tuition by reason of an appointment described in 10 or 11 above shall become subject to Nonresident tuition for the entire term of the appointment qualifying the student for the Resident benefit is vacated prior to completion of three-fourths of the term in question. Resignation or cancellation of the appointment prior to the close of the spring term also cancels the eligibility for the Resident tuition privilege in the following summer or Off-Quarter Vacation Term.

12. Definition of Terminology

To the extent that the terms "bona fide residence," "independent," "dependent," and "emancipated" are not defined in these regulations, definitions shall be determined by according due consideration to all of the facts pertinent and material to the question and to the applicable laws and court decisions of the State of Illinois. Voter registration, filing of taxes, proper license and registration for the driving or

ownership of a vehicle, and other such transactions may verify intent of residency in a state. Neither length of University attendance nor continued presence in the University community during vacation period shall be construed to be proof of Illinois residence.

The term "staff member" as used in these regulations shall mean a person appointed to an established position for a specific amount of time at a salary commensurate with the percentage of time required, under an appointment requiring service for not less than three-fourths of the term. The term "staff member" as defined herein shall not apply to persons employed on an hourly basis in either an academic or nonacademic capacity, nor to persons on leave without pay. Persons appointed to established Civil Service positions whose rate of pay is determined by negotiation or prevailing rates shall not be considered as being paid on an hourly basis.

13. Procedure for Review of Residency Status and/or Tuition Assessment

A student who takes exception to the residency status assigned and/or tuition assessed shall pay the tuition assessed but may file a claim in writing to the Director of Admissions and Records for a reconsideration of residency status and/or an adjustment of the tuition assessed. For purposes of admission, the written claim must be filed within twenty calendar days from the date of notification of residency status. For purposes of assessment of tuition, the written claim must be filed within twenty days of the date of assessment of tuition or the date designated in the official University calendar as that upon which instruction begins for the academic period for which the tuition is payable, whichever is later. Students who file after the twenty-day period lose all rights to a change of status and/or adjustment of the tuition assessed for the term in question. If the student is dissatisfied with the ruling in response to the written claim made within said period, the student may appeal the ruling to the University Counsel by filing with the Director of Admissions and Records within twenty days of the notice of the ruling a written request. If such a written request is filed within said period, the question of residency status under the provisions of these regulations and of applicable laws shall be referred by the Director of Admissions and Records through the Campus Legal Counsel to the University Counsel, whose decision shall be final.

The regulations shall remain in full force and effect unless and until subsequently amended or repealed by action of the Board of Trustees.

Further information or clarification may be secured by contacting the Director of Admissions and Records on the campus concerned:

178 Administration Building

University of Illinois at Urbana-Champaign
Urbana, IL 61801

1-120 Library

University of Illinois at Chicago Circle
P.O. Box 4348
Chicago, IL 60680

204 Administrative Office Building

University of Illinois at the Medical Center
P.O. Box 6998
Chicago, IL 60680

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ACADEMIC CALENDARS

FALL SEMESTER, 1982

Aug. 25, Wed.-Aug. 26, Thurs.....Registration
Aug. 30, Mon.....Instruction begins
Sept. 6, Mon.....Labor Day (campus offices closed)
Nov. 24, Wed., 5 p.m.-
Nov. 28, Sun.....Thanksgiving vacation
Nov. 25, Thurs.-Nov. 26, Fri.....Thanksgiving holiday (campus of-
fices closed)
Nov. 29, Mon., at 7 a.m.....Instruction resumes
Dec. 14, Tues.....Instruction ends
Dec. 15, Wed.....Reading day
Dec. 16, Thurs.-Dec. 23, Thurs.....Final examinations

SPRING SEMESTER, 1983

Jan. 12, Wed.-Jan. 13, Thurs.....Registration
Jan. 17, Mon.....Instruction begins
March 26, Sat., 1:00 p.m.-
Apr. 3, Sun.....Spring vacation
Apr. 1, Fri.....Spring recess holiday (campus offices
closed)
Apr. 4, Mon., at 7 a.m.....Instruction resumes
May 5, Thurs.....Instruction ends
May 6, Fri.....Reading day
May 7, Sat.-May 14, Sat.....Final examinations
May 15, Sun.....Commencement

INTERSESSION, 1983

May 16, Mon.....Instruction begins
June 3, Fri.....Instruction ends

EIGHT-WEEK SUMMER SESSION, 1983

June 9, Thurs.-June 10,
Fri. (noon) Registration
June 13, Mon.....Instruction begins
July 4, Mon.....Independence Day (campus offices
closed)
July 11, Mon.....Beginning of second four-week term
Aug. 4, Thurs., at 12:50 p.m.....Instruction ends
Aug. 5, Fri.-Aug. 6, Sat.....Final examinations

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